

PFCCpartners Job Description

Job Title	Office Administrator	Supervisor	Stephen Hoy, COO
Position Type	Full-Time	Estimated Hrs.	40 hours per week
Salary Range	\$35,000 - \$45,000	Benefits	Health Insurance

Position Description

The Office Administrator will partner with the Chief Operating Officer to carry out the regular operations of PFCCpartners. Regular operations will include marketing, project management, networking, and administrative support activities. This person will also be the first point of contact for people reaching out to PFCCpartners both via phone and email.

Due to the nature of PFCCpartners' work and this role particularly - activities performed under the role of Office Administrator may not be described here and below. Opportunities to grow personally and professionally are ample in PFCCpartners. As the company grows larger, new roles and responsibilities will be formed to meet the increasing needs of the healthcare industry.

Position Responsibilities

Key Responsibilities	Brief Description of Duties
Administrative Support	<ul style="list-style-type: none"> • Organize and manage the team's travel and meeting schedule. • Research and reserve travel arrangements for the team. • Receive incoming calls to the PFCCpartners main phone line and address calls as needed. • Note-taking and meeting follow up as necessary. • Send meeting reminders. • Purchase office supplies.
Digital Marketing	<ul style="list-style-type: none"> • Develop and execute a PFCCpartners email marketing strategy. • Create and manage online registration for PFCCpartners educational offerings. • Create online evaluations for PFCCpartners educational offerings. • Update PFCCpartners website pages as necessary.
Annual PFCC Conference Support	<ul style="list-style-type: none"> • Manage faculty (speakers) for the PFCC Conference. • Coordinate conference planning meetings. • Help with check-in on day of Conference. • Additional "day-of" Conference tasks as necessary.
Business Operations Manager	<ul style="list-style-type: none"> • Maintain a database and mailing list of a growing national network of healthcare Advisors. • Support project management across PFCCpartners contracts. • Be an active team member on contract deliverables as needed. • Contract capture activities such as proposal writing, maintaining corporate registrations, and documentation.

Position Skills and Experience

- Effective communication and team skills required
- Receptive and kind problem-solving skills required
- Microsoft Word, PowerPoint, and Excel experience required
- Google Calendar management
- Wordpress and Constant Contact experience desired but not necessary

Company Overview

PFCCpartners is a small organization with a large vision for improving the quality, safety and experience of healthcare. We are a nationally recognized leader in partnering with healthcare stakeholders to design programs and policies that meet the expressed needs of patients and family members within the healthcare system. Our partners include hospitals, healthcare systems, state hospital associations, quality improvement organizations, measure developers, insurers, physician practices, and the patients and families they serve.

The PFCCpartners culture promotes outdoor/physical activity and personal growth in a way that fosters strong teamwork in the office. A strong team culture is the foundation of our ability to have a national impact on the quality of the US healthcare system. We are a thoughtful and compassionate group of problem-solvers who have had great success in approaching healthcare's biggest issues with authentic collaboration.

PFCCpartners Job Application

Please provide the following information to the best of your ability and submit with a resume.

Personal Information			
Full Name			
Street Address	City	State	Zip Code
Phone Number		Email Address	

Additional Information	
Available Start Date	Annual Compensation
/ /	\$35,000 to \$45,000

Education Information (include any education that is in progress)			
School Name	Years Attended	Degree Earned	Major

References – provide at least two (business and professional only)			
Name	Title	Company	Phone Number

Previous Employment History			
Most Recent Employer	Job Title	Start Date	End Date
Company Phone Number	Manager's Name	Manager's Email	
Street Address	City	State	Zip Code

Employer (2)	Job Title	Start Date	End Date
Work Phone Number	Manger's Name	Manager's Email	
Street Address	City	State	Zip Code

Signature Disclaimer	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application may result in my employment being terminated	
Printed Name	Signature
Date	

Submit your completed application and resume:

By Email:
 stephen@pfccpartners.com

By Mail:
 PFCCpartners
 5199 E Pacific Coast Hwy, Suite 306
 Long Beach, CA 90804