



POSITION: **Manager for Administration**
REPORTS TO: Senior Director of Administration
FTE: 1.0 FTE
FLSA STATUS: Non-Exempt
SALARY: \$52,000 - \$70,000
START DATE: ASAP
LOCATION: National Scope: Remote or Hybrid (Nashville, TN)

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, medical respite care programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Manager for Administration will ensure that key Council administrative functions, including contracts management, office operations, support for the employee life cycle (hiring, onboarding, talent management, offboarding), and travel and off-site meetings logistics are operating well and in accordance with best practices and Council policy and procedure. Additionally, the Manager for Administration will supervise and provide oversight of an administrative staff person and support the Senior Director of Administration with additional administrative tasks as needed.

JOB RESPONSIBILITIES

Contracts Management

- Perform the administrative components to process grants, contracts and MOU’s and monitor all related work and services agreements.
- Maintain an agency-wide contract tracking system and administer a contract check list to ensure compliance.
- Facilitate and support the development and implementation of procedures and policies to ensure compliance with contractual requirements.

Travel & Off-site Meeting Logistics

- Facilitate and support the development and implementation of procedures and training to promote compliance with agency's travel policy.
- Manage relationship with Council travel services provider.
- Supports the Sr. Events Manager with assigned logistics for off-site meetings such as the Council's National Conference, Staff Retreat/Planning, and Leadership Summit.

Employee Life Cycle

- Manage multiple aspects of the Employee Life Cycle, including:
 - a) Review and post job descriptions and manage communications with hiring managers to ensure the timely review of applications.
 - b) Manage key aspects of the preboarding and onboarding process, including benefits enrollment, employment verification, and payroll set-up.
 - c) Administer the annual performance evaluation process.
 - d) Manage key steps of the offboarding process.
- Oversees the processes for benefits including reporting and enrollment.
- Administers bi-weekly Payroll in collaboration with the Finance team.

Office Operations

- Supervises day-to-day facility management and ongoing admin-related tasks (equipment, office supplies, repairs, etc.)
- Responsible for keeping the Administrative Standard Operating Procedures (SOP's) up to date.
- Ensures that receptionist duties are covered by staff and messages are checked.

Supervision

- Supervises the Administrative Assistant.
- Ensures staff comply with the policies and procedures set out in the Council's Employee Handbook.

General Agency Duties

- Foster an environment that promotes trust and cooperation among all Council teams.
- Attend staff and team meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Represent the Council in meetings and conferences, as appropriate.

QUALIFICATIONS AND SKILLS:

- College degree or equivalent work experience.
- 4+ years of administrative work.
- High level of proficiency with Microsoft Office (Word, Excel and Outlook).
- Handles confidential matters professionally and with discretion.
- Ability to simultaneously manage multiple complex processes simultaneously with excellent attention to detail and follow through.
- Able to adapt to a changing work environment and independently manage a variety of different tasks with minimal supervision.
- Able to express the stated mission and values of the Council.
- Excellent oral and written communications skills and the ability to work well with a variety of people.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Position able to be remote from anywhere or hybrid (Nashville, TN).
- Available for travel within the U.S. approximately 2-3 times a year, or more frequently, depending on location.

Comprehensive benefits package: Includes health, dental, vision, 401k, short and long-term disability, and paid time off.

How to Apply: Please submit a resume and cover letter to David Wunsch, Sr. Director of Administration, at dwunsch@nhchc.org **clearly marked Manager for Administration**. Applications without cover letters and salary requirements will not be considered.

Equal Opportunity Employer: We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Applications without cover letters and salary requirements will not be considered.

Last Updated: 08/02/23