

Office Manager

Hospice Volunteers of Hancock County has an employment opportunity for a multi-faceted position supporting internal functions for the organization and interfacing with the community in many capacities. This is a full time position with some benefits.

Required skills and attributes:

- Strong interpersonal skills, proven team player and demonstrated understanding of the delicate and confidential nature of hospice work;
- Social service background preferred and ability to take the hospice volunteer training required;
- Adept at using computer software: (Word, Excel, data base management, Quick Books, Publisher) and other common office technology;
- Ability to use online communications (e.g. Zoom, Google Suites)
- Ability to communicate clearly with diverse client base, both verbally and in writing;
- Excellent organizational skills and demonstrated ability to manage details accurately;
- Ability to coordinate volunteer operations for office and community projects;
- Coordinate hospitality for small to medium-size groups;
- Position requires frequently moving medical equipment such as wheel chairs and hospital beds, up to 50 pounds; and ascending/descending stairs;
- Be fully vaccinated with COVID19 vaccine prior to employment.

Job responsibilities include:

- Supports program staff/volunteers/Board/committees as needed including overseeing the process for maintaining volunteer records, fielding phone inquiries, referrals, registrations and trainings;
- Assures quality service and efficient operation of HVHC office, including physical space, organization and housekeeping;
- Responsible for identifying needs related to office systems, office equipment and supplies;
- Coordinates and oversees office volunteers;
- Supports the organization's procedures to ensure accurate bank deposits, financial reports and data base management;
- Organizes HVHC meetings and events including logistics, set-up, volunteer support, record keeping, organizing handouts, food and reporting;
- Performs other duties as assigned.

Review of applications is ongoing.

Interested applicants will submit a resume with cover letter **specifically addressing the above qualifications** to:

Jody Wolford-Tucker, Executive Director
Hospice Volunteers of Hancock County
14 McKenzie Avenue
Ellsworth, Maine 04605
jw Tucker@hospiceofhancock.org