

## **Orcas Community Resource Center Programs Administrator Job Description**

### **About OCRC**

*The mission of OCRC is to be a community hub for the delivery of social services on Orcas Island. OCRC works closely with San Juan County and the Bellingham-based Opportunity Council, Compass Health and many others to help islanders access services needed for their well-being. OCRC also partners with a wide range of local service organizations and businesses to foster a healthy environment and provide a safety net for vulnerable islanders or those experiencing a crisis. In addition to the many volunteers who work with island organizations, several hundred island households contribute financially to support the work of OCRC and its mission.*

### **SUMMARY**

The Programs Administrator will take the lead role in overseeing and implementing an organizational change plan that is underway as part of a regional community Medicaid Transformation project, funded by the North Sound Accountable Community of Health (NS ACH). The primary areas of focus in this change plan are Capacity Building and Opioid Prevention/Treatment.

The Programs Administrator supports the Programs Director to ensure that all administrative tasks of OCRC's multiple programs are executed in a seamless manner, providing support for OCRC staff and clients, and contributing to the smooth, day-to-day operation of the OCRC office. The Programs Administrator supports the Programs Director with the administration of the Energy Assistance Program, Transportation and Housing Programs.

The Programs Administrator assists the Executive Director in evaluating the administrative practicality of prospective new programs, analyzing and assessing the potential impact on current staff and office space structures, and guiding implementation of new programs.

### **Core Job Responsibilities include, but are not limited to:**

- Reports directly to Executive Director
- Supports clients and overall mission of the Resource Center as directed by the Program Director
- Helps to facilitate daily operation of the organization
- Implementation of our ACH Change Plan
- Energy Assistance Program Support
- Transportation Program Support
- Housing Program Support
- Provides direct support to Executive Director (ED) or Program Director (PD) including ad hoc tasks, duties, & projects

**Requirements:**

- Proven relative experience in an office environment
- Working knowledge of office equipment
- Proficiency in the use of Microsoft Word and Excel
- Ability to learn and efficiently utilize a variety of databases and portals
- Excellent time management skills with ability to prioritize work
- Works independently with minimal supervision
- Problem solving skills with attention to detail
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- Team player, collaborator, positive attitude
- Friendly, discreet, professional demeanor uses sound judgement
- Knowledge of basic day-to-day office management systems and procedures
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