



Brain Evaluations for Transformation & Resilience

Part-Time Administrative & Operations Coordinator

Location: Remote (Northeast preferred)

Hourly Rate: \$25–\$35/hour, depending on experience with opportunity for growth

Hours: 10–20 hours/week, flexible scheduling

About BETR

At BETR (Brain Evaluations for Transformation and Resilience), we're redesigning how psychological testing and assessment fits into people's wellness journeys. By combining compassionate care, streamlined operations, and strategic innovation, we are expanding access to (neuro)psychological evaluation services across the country.

We're building the future of behavioral health—one client, one clinician, and one well-supported practice at a time. Our goal is to center psychological assessment as the foundation of quality mental health care, and to build the tools, systems, and teams that make that vision scalable and unparalleled for both clients and clinicians starting their careers.

About the Role

We are looking for a Part-Time Administrative & Operations Coordinator to support our fast-growing team across several essential functions. This is a dynamic, multi-disciplinary role suited to someone who enjoys working across client experience, backend systems, and communications.

The ideal candidate will thrive in a remote-first, mission-driven environment and bring a warm, organized, and resourceful presence to everything they do.

Key Responsibilities

Client Support & Intake

- Manage inbound client inquiries with professionalism and warmth
- Support onboarding and scheduling workflows via SimplePractice
- Serve as a liaison between clinicians, clients, and families
- Ensure timely follow-up and documentation

Operational & Practice Administration

- Maintain and update client administrative records and practice dashboards
- Support billing and insurance workflows, invoicing, and claim submission processes
- Help standardize SOPs and administrative templates
- Track and support scheduling, credentialing, and clinician coordination



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Marketing & Communications

- Draft and post light content across social media and client outreach channels
- Help manage email lists and ecosystem partner campaigns (e.g., providers, schools, etc.)
- Support referral source engagement and tracking
- Ensure brand and messaging consistency across touchpoints

Qualifications

- **Bachelor's degree required;** Master's (complete or in-progress) in a related field (psychology, social work, education, health admin) a plus
- 1+ year(s) of administrative experience, ideally in a behavioral health, educational, or medical setting
- Comfort with tools like SimplePractice, Microsoft Office, and social media platforms
- Strong interpersonal and communication skills
- Highly organized, accountable, and able to work independently
- Commitment to client privacy and HIPAA-compliant practices

Why Join BETR?

- Competitive hourly compensation with flexible, remote work hours
- Mentorship and exposure to a cutting-edge behavioral health business
- Opportunity to grow into a larger leadership or training role, especially if pursuing clinical licensure
 - **For qualified or aspiring clinicians,** a pathway into supervised and independent clinical roles, including exposure to the latest tools, frameworks, and training in psychological testing and assessment
- Collaborate with a founding team that blends clinical excellence, technology, and business strategy
- Make a measurable impact on the lives of clients, families, and clinicians

To Apply

Please send a brief email with your resume and a short statement of interest to:

betrrcruiting@bbetr.net

Include your availability and any relevant systems experience.