



**POSITION:** Director, Office Services

**REPORTS TO:** Senior Director, Development & Administration

**PRIMARY FUNCTION:** The Director of Office Services ensures smooth operations of the business functions of the office, including administration, human resources, bookkeeping, technology, and facilities management.

**KEY RESPONSIBILITIES:**

**Administration:** Oversee and implement sound administrative procedures regarding office supplies/equipment procurement and facilities management; supervise and coordinate support staff duties (including daily mail, switchboard operations); manage organizational records and files; manage office machinery and maintenance programs.

**Human Resources:** Manage day-to-day aspects of the Association's human resources program; oversee protocols including affirmative action reporting, new employee orientation, and transition of departing staff; manage human resource files including offer letters, reference requests, evaluations, discipline forms, W-4s, W-2s, direct deposit options, etc.; administer employee benefits and annual review of benefit programs; maintain employee handbook of policies and procedures.

**Bookkeeping/Financial Management:** Assist Director of Finance and Grant Administration with accounting and financial operations including tracking of payroll and benefits management and accounts receivable and payable; assist in operational aspects of banking and insurance renewals; work with staff and external auditors to complete annual audit, Form 990, and other required tax filings; ensure compliance with federal and state filing requirements.

**Technology:** Manage the Association's technology infrastructure requirements; contract with outside vendors, as required, to maximize reliability and performance of the Association's information systems (including telephone system, computer hardware and software, and network infrastructures).

**Facilities:** Ensure offices and environs are safe, secure, and legally compliant; oversee any refurbishments/inter-office moves; organize building maintenance and systems repair work.

**QUALIFICATIONS:**

Bachelor's degree in business administration, finance, accounting and/or human resources required. Must have prior management and supervisory experience in office administration, human resources, or finance, preferably in the non-profit sector. Must be able to interact professionally with Association staff, volunteer leadership, vendors, and public. Successful candidate will be flexible and resourceful, with strong attention to detail and the ability to manage multiple tasks simultaneously. Must possess a hands-on working knowledge of Microsoft computer applications including Word, Excel, Publisher, and Powerpoint; familiarity with Sage MIP Fund Accounting software preferred.

The mission of RHAMC is to fight lung disease and promote healthy lungs through research, advocacy and community based education. RHAMC is fully committed to equal opportunity in employment in accordance with all applicable laws and regulations. RHAMC is an Equal Opportunity and Affirmative Action employer. The Association does not hire persons who smoke, and forbids smoking in the workplace.

**TO APPLY:**

Please submit resumé, brief cover letter, and salary requirements electronically to:

Davina Mash

[dmash@lungchicago.org](mailto:dmash@lungchicago.org)