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Light and Salt Association

9800 Town Park Dr. Suite 255, Houston, TX 77036

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ANNOUNCEMENT DATE: 3/15/2017

JOB TITLE: General and Operations Manager

STATUS: Full-Time or Part-Time

REPORT TO: Executive Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee activities directly related to providing support to cancer patients by organizing support group meetings and educational seminars for the patients, conducting initial assessments to identify patients' needs, and providing patient navigation services to ensure patients receive appropriate medical care and social services without delays.
- Establish and implement policies and regulations related cancer support programs; evaluate budget needs, set up annual and monthly financial goals and objectives, and make recommendations to Executive Director regarding the budget plan and annual target goals and objectives for the programs.
- Determine program related staffing requirements including volunteers; recruit, interview, hire and train program-related staff/volunteers, manage and conduct periodical evaluations of program related staff/volunteers; and plan work schedule and task assignment for program related staff/volunteers.
- Develop new initiatives to establish and maintain good relationships and leverage additional resources with other agencies and partners; develop and implement marketing strategies, such as establishing the WeChat platform and website to promote the programs and represent the Association at outreach events and conferences.
- Prepare and maintain program related service records and reports.

QUALIFICATION REQUIREMENTS:

- Proficient in use of computers and software programs such as Word, Excel. Must be able to utilize the Internet.
- Strong written and oral communication skills; must be detailed oriented, people oriented and able to handle multitasks.
- Protect all clients and agency information and comply HIPAA standards of privacy and confidentiality.

EDUCATION and/or EXPERIENCE:

Minimum of B.S. degree in any of the following fields: business mangement.

OTHER REQUIREMENTS:

- Extensive experience working in Asian-American communities.