

**AOEC Interim Executive Director
Remote Part-time Position - Closing date November 22, 2022.**

The Association of Occupational and Environmental Clinics (AOEC) is a non-profit organization seeking a part-time Interim Executive Director (ED) with the potential for permanent full-time status. AOEC has a rich history of advancing occupational health care for workers. The ideal candidate will have non-profit, public health, labor and/or government experience, be familiar with the AOEC mission and history and passionate about public health.

The next ED will build on the organization's long history of active engagement with worker-oriented stakeholders in government, labor, academia, foundations, and community organizations. AOEC seeks to expand its reach, increase the number of clinic network members, and preserve its bedrock mission of supporting occupational health clinics and clinicians who provide occupational health and medicine services to workers.

Major Functions and Responsibilities:

- Oversee the financial operations of the association
- Lead and actively engage in fundraising efforts
- Maintain and further develop critical relationships with stakeholders
- Work with the AOEC Board of Directors
- Provide leadership and supervision of core AOEC staff

Skills, Qualifications, and Attributes:

- Bachelor's degree plus at least 2 years management experience preferred
- Bachelor's degree in public health, labor studies, nursing, industrial hygiene, social work, non-profit management, or related studies, with a master's degree preferred
- Experience writing grant proposals to government agencies, foundations, or other organizations.
- Experience setting up a social media communication strategy, managing a dynamic website, and ensuring regular written communication with members and stakeholders
- Desired attributes: strong interpersonal and communication skills, collegial, collaborative, and inclusive leadership and management skills
- Ability to manage budgets for a non-profit entity, including submitting regular reports, facilitating audits, and communicating budget recommendations to the Board

Letters of interest with current resume or CV should be sent to Dr. Kathleen Fagan at occmeddoc@sbcglobal.net or Dr. Kate McPhaul at katemcphaul@icloud.com.

The Association of Occupational and Environmental Clinics (AOEC), an equal opportunity/affirmative action employer, complies with all applicable federal and state laws and regulations regarding nondiscrimination and affirmative action; all qualified applicants will receive consideration for employment. AOEC is committed to a policy of equal opportunity for all persons and does not discriminate based on race, color, religion, sex, gender identity, national origin, or physical disability.