

王嘉廉社區醫療中心
CHARLES B. WANG COMMUNITY HEALTH CENTER

JOB TITLE: ASSOCIATE ADMINISTRATOR

REPORTS TO: CHIEF FINANCIAL OFFICER

RESPONSIBILITIES:

- Assist in oversight of operations and administration of the Charles B. Wang Community Health Center;
- Aid in the development of grant proposals for submission to federal, state and city agencies, foundations and other funding sources;
- Assist in managing new and existing grant programs;
- Monitor compliance with federal, state and city regulations;
- Assist Chief Financial Officer in carrying out special projects; and
- Other duties as assigned

QUALIFICATIONS:

- Experience in administration or health care;
- Grant-writing or legal experience;
- Master's degree in public health, administration or finance preferred;
- Organizational and project management skills; and
- Oral and written communication skills

SALARY: Commensurate with experience

Interested candidates can email or fax resume and cover letter to Esther H. Silver, HR Manager:

Email: esilver@cbwchc.org

Fax: (212) 379-6936