

AOEC EXECUTIVE DIRECTOR
REMOTE PART-TIME POSITION - Closing date December 20, 2024

The Association of Occupational and Environmental Clinics (AOEC) is seeking a part-time Executive Director (ED) with the potential for 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 be 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 and individual members, and preserve its bedrock mission of supporting occupational health clinics and clinicians who provide occupational health and medicine services to workers. Stakeholders include federal and state public health agencies, schools of public health, medical schools, colleges and universities, unions, and community groups.

Major Functions and Responsibilities:

- Provide leadership and direction of the AOEC, establishing and implementing strategic plans, goals and policies.
- Oversee the administrative and 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:

- At least 5 years management experience preferred
- Master's degree in public health, labor studies, nursing, industrial hygiene, social work, non-profit management, or related studies
- Experience writing grant proposals to government agencies, foundations, or other organizations. Direct fundraising experience preferred.
- Experience with social media communications, including developing 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 style, and management skills
- Experience with annual and strategic planning; managing budgets for a non-profit entity, including submitting regular reports, facilitating audits, and engaging with a Board of Directors, including making budget recommendations to the Board.

Letters of interest with current CV should be sent to Dr. Kathleen Fagan at occmddoc@sbcglobal.net or Dr. Marcus Cervantes marcus.cervantes@hsc.wvu.edu.

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.