



JOB ANNOUNCEMENT – June 16, 2022
Project Administrator—Philadelphia Office

The [Pennsylvania Health Law Project \(PHLP\)](#) seeks someone who is passionate about helping vulnerable people access health care for an administrative position essential to our organization's functioning.

PHLP's Mission: PHLP is the designated state-wide health advocacy project of the Pennsylvania Legal Aid Network (PLAN). PHLP has a single focus: protecting and advancing the health rights of low-income and underserved individuals. In support of this mission, we primarily serve clients seeking health insurance coverage or services through Medicaid. We also counsel and advise low-income clients about other health insurance coverage programs like Medicare, the state-based health insurance marketplace (Pennie), and the Children's Health Insurance Program (CHIP). In addition to direct service, we do community education and systemic advocacy. Visit www.phlp.org to learn more about our strategies and successes.

About the Position: The Project Administrator handles administrative tasks essential to keeping PHLP operating. PHLP is a small nonprofit organization with fewer than 20 staff who primarily work virtually. PHLP has two offices, a primary office in Philadelphia as well as an office in Pittsburgh. The Project Administrator position is a combination of administrative, operational, technical, and fiscal tasks. The focus of the position is handling the groundwork of keeping the office open, the phones working, the staff paid, and the organization operating smoothly. The Project Administrator is part of PHLP's leadership team and maintains close contact with everyone in the organization to help them troubleshoot technology, access their benefits, and more. It also requires being flexible and the ability to work independently. The Project Administrator will need to track and meet deadlines and work on multiple projects without explicit instruction.

This position is an amazing opportunity for someone who is passionate about helping to deliver quality services to marginalized Pennsylvanians, and for someone who wants to gain firsthand knowledge of running an effective nonprofit. The Project Administrator will work closely with, and report to, PHLP's Executive Director, [Laval Miller-Wilson](#).

This position **has a start date of August 1, 2022**, and a minimum two-year commitment is expected. The Project Administrator must live in Philadelphia or its suburbs, as they are expected to come into the office (located in Philadelphia's Old City) 1-2 times a

week. PHLP staff are largely working remotely because of the COVID pandemic, but the Project Administrator position does require a hybrid schedule.

Duties and Description: The position will require some or all the following—

Human Resources

- With the Executive Director, review benefits annually and determine required and/or recommended changes, as needed
- With the Executive Director, communicate employment policies and compensation packages to staff and inform them of changes, as needed
- Ensure safe and appropriate work environments for all staff and help develop and implement policies and practices to build a more inclusive workplace
- Communicate with benefits vendors on behalf of staff and help staff understand their benefits
- Manage onboarding and offboarding of staff

Financial Management Support

- Day-to-day management of routine accounting, billing, and payroll
- Work with Executive Director and PHLP's financial services firm to develop the organization's annual budget, and to complete annual financial audit in a timely manner

Technology Support

- Act as a liaison between PHLP and our technology vendors—i.e., computer, phones, printer/copier, client database; meet regularly with these vendors to ensure that all resources are being managed efficiently
- Troubleshoot, with PHLP's vendors, any technical problems that arise and ensure that issues are resolved as quickly as possible
- Ensure that equipment owned or leased by PHLP is in good working order; monitor service contracts for equipment as needed
- Help staff with basic tech troubleshooting and contacting the appropriate vendors
- Responsible for inventory of PHLP-issued equipment in each PHLP office and in the homes of staff working remotely, as well as for the monitoring and maintenance of this equipment

Administrative Support

- Ensure, through participation in management meetings, that the office is well run, neat and professional and that staffs' administrative needs are met
- Maintain an inventory of office supplies and coordinate the purchase and maintenance of supplies and equipment
- Ensure that personnel, project, and grant files and research materials are organized and up-to-date

- Take minutes at PHLP board meetings and all other relevant meetings
- Assist the Executive Director and Development Director with fundraising appeals and donation processing and receipting (e.g., printing thank you notes, processing checks)

Grant Compliance & Grant Reporting

- Assist the Executive Director and other staff in grant proposals and reporting
- Generate data reports and staff timekeeping reports from internal database
- Learn to use and participate in upkeep and modification of case database (LegalServer), including taking on larger projects involving LegalServer
- Support internal compliance team by checking cases for errors, submitting quarterly data reports to our funders, preparing for monitoring visits, and other duties as assigned
- Provide skilled executive assistance as needed: proofreading prepared documents for correctness, spelling, punctuation, and grammar; assembling documents as necessary

Qualifications:

- Commitment to and passion for PHLP's mission
- Bachelor's degree required and relevant professional work experience preferred
- Excellent work ethic and team-player attitude: willingness to help staff with various questions and needs
- Ability to work independently: able to stay on top of daily, weekly, quarterly tasks without strict oversight or explicit direction for each task
- Strong organization and analytical skills
- Strong verbal and written communication skills
- Excellent interpersonal skills and ability to be discrete with sensitive information
- High computer literacy and willingness to learn new technology and systems; at least Microsoft Office Suite—i.e., Word, Excel, PowerPoint, and Adobe document software; previous experience with LegalServer a plus; experience with Voice over Internet Protocol (VoIP) technology also a plus
- Ability to learn about and introduce new systems and practices to improve office productivity
- Ability to multi-task and meet daily, weekly, and quarterly deadlines
- PHLP requires all staff to be vaccinated against Covid-19.

Compensation:

The salary for the Project Administrator is budgeted from \$48,000 - \$56,000, depending on experience. PHLP offers excellent benefits, including health, dental, vision, life, and disability insurance, along with retirement benefits, and PTO including 15 vacation days and 12 sick days per year, plus holidays.

This position is exempt from the Fair Labor Standards Act (FLSA) but the Project Administrator is expected to perform the duties described above by typically working no more than 40 hours per week.

How to Apply:

Please submit a cover letter, resume, **and** list two references who can talk about your work experience, work habits, character, and skills to hr@phlp.org by **Friday, July 1st**. All applicants will be contacted to acknowledge receipt of application materials and then contacted only if selected for an interview. We plan to conduct virtual interviews the week of July 11-15. After contacting the references of the applicants who are interviewed, we will make an offer shortly thereafter and **expect the new Project Administrator to begin the week of August 1**.

Address Cover Letter To:

Mr. Laval Miller-Wilson, Executive Director
Pennsylvania Health Law Project
123 Chestnut Street, Suite 400
Philadelphia, PA 19106

PHLP is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. We welcome applicants of all backgrounds to apply. BIPOC, persons who are multi-cultural or multi/bi-lingual, women, persons with disabilities, and persons who identify as LGBTQ+ are encouraged to apply.