JOB NOTICE
Part-time Contracting Opportunity

Executive Director
Central Office Management

Join a dedicated, supportive organization—the Indiana Dental Hygienists’ Association (IDHA). Make an impact supporting a group whose mission is to improve the public’s health, advance the art and science of dental hygiene, ensure access to quality oral health care, increase awareness of the cost-effective benefits of prevention, promote the highest standards of dental hygiene education, licensure, practice, and research, and represent and promote the interests of dental hygienists.

The Executive Director serves the IDHA Board of Directors and its members by managing and coordinating activities and operations related to the association’s goals. The Executive Director follows direction from the President of IDHA and will have the following responsibilities:

- Financial Service Management
- Database & Website Management
- Telephone and Mail Service
- Administrative and Clerical Services
- Review and Analyze Internal and Public Documents
Facilitate and Attend Professional Meetings
  • Six (+/-) formal meetings a year, held virtually, lasting approximately three hours each
  • Annual two-day conference–Live

The Executive Director is expected to work 20 hours per week or 80 hours per month. Salary is set at $1040/month ($12,480/year). This position is 90% remote work, and the specific hours worked each week are flexible.

Requirements:
  • Software experience (Microsoft Office, Excel, Publisher)
  • Excellent written and verbal skills
  • Ability to manage multiple tasks and set priorities
  • Good interpersonal communication skills

Preferences:
  • Dental office experience, either clinical or managerial
  • Website management skills
  • Conference Planning experience

If interested, please send resume to idhacentraloff@gmail.com