



Health In Color, Inc.

Creating Digital Learning and Communications Tools across the lifespan for populations of color.

ABOUT HEALTH IN COLOR

Health in Color, Inc. (HNCOLOR) is a convergent and radical research and development lab dedicated to investigating, creating and evaluating digital engagement, learning and communications tools that support cumulative and sustained health and wealth in populations of color. We are at the intersection of TECHNOLOGY and LIFE SATISFACTION for populations of color. Behold, we are doing a new thing and we are doing well in business, while doing good.

What will Order our Steps?

1-WE WILL USE NEW DIGITAL MEDIA TO SUPPORT CHILDREN, YOUTH AND EMERGING ADULTS FROM FAMILIES AND COMMUNITIES OF COLOR IN A POSITIVE TRANSITION TO AND THROUGH ADULTHOOD (LYFE VIRTUALLY©).

2-WE WILL USE MOBILE TECHNOLOGY TO IMPROVE PATIENT-CENTERED CARE THROUGH CULTURALLY-CENTERED PATIENT EDUCATION IN POPULATIONS OF COLOR (BEHEALED VIRTUALLY©).

OUR ENVIRONMENT

Health In Color, Inc. operates in a fully automated microcomputer-based environment that features Apple computers and MAC operating systems. All of Health In Color's personnel are computer literate and have hands-on experience in word processing, database management, spreadsheet, communications, graphics, statistical analysis and/or accounting software applications. Health In Color's telecommunications capability permits direct access to an unlimited number of electronic bulletin boards, archival databases, search engines and game development systems. The company also has access to academic-based search engines and databases through multiple academic partnerships.

In these new and sacred times, we dream and pursue a culturally-intelligent **Colored Meta-Mecca (copyright by Health in Color, Inc)** to house virtual learning, engagement and healing spaces for populations of color. We see a virtual world with over one million children, youth and emerging adults (LYFE Virtually) and a virtual world with over one million patients of color (BEHEALED Virtually). We seek a righteous, creative and passionate team of innovators that radically converge to reach these visions. Over the next decade we will be a major entity in the emerging metaverse with a focus on Populations of Color.

Title Chief Administrative Manager

Goal(s) This person will organize and oversee all administrative and clerical functions to ensure Health in Color's operations run as efficiently as possible. The position reports to the President and Executive Officer.



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POSITION RESPONSIBILITIES

This position will involve: Hiring and training staff; Delegating tasks to administrative staff and monitoring daily operation; Acting as a liaison between the employees and upper management when it comes to financial and administrative issues; Negotiating contracts and agreements with partners and subcontractors; Developing and promoting policies that ensure positive interaction between administrative staff and other personnel; Making changes to increase efficiency in the workplace; Generating annual financial plans; Serving as a liaison to the external CPA firm; Organizing the workplace so that the workflow is efficient and streamlined.

REQUIREMENTS

Minimum of a bachelor's degree in business, accounting or a related financial field Established experience of evaluating, onboarding, training, supervising and motivating employees in administration; Strong communication (both written and verbal), leadership and time management skills; Proficient with the use of computers and software programs used in finance and business; At least five years of experience in an administrative position in a major corporation or industry; Critical thinking, interpersonal and problem-solving skills; Strong analytical skills, detail-oriented ; and exceptional organizational and multitasking abilities.

EDUCATION

B.S. in Business Required.
MBA Desired

COMPENSATION

\$60,000-90,000 based on experience and education.
This position has a career track to Chief Administrative Officer - Co-Owner.

BENEFITS

Full corporate benefits - health, sick leave, vacation leave at fulltime (35+ hours per week).

Contact

Please send a tailored cover letter; salary history and appropriate vitae or resume to joinourjourney@healthincolor.net