



JOB POSTING: Logistics Coordinator – MOM
Virginia Dental Association Foundation (VDAF)

Supervisor: Executive Director

Classification: Exempt

About this Role

The Logistics Coordinator oversees the operations of the Missions of Mercy (MOM) program. The program operates mobile clinics offering free dental services in multiple strategic locations throughout Virginia. MOM projects are conducted in underserved areas where there are not enough dentists or Medicaid providers to adequately address the oral health needs of the community. The main function of this position is to coordinate the program events and its volunteers. The Logistics Coordinator will execute multiple events to help provide free dental care to hundreds of patients in need annually throughout Virginia.

Responsibilities include, but are not limited to:

Coordination of MOM Projects

- Provide information and guidance on “how to” facilitate a new MOM or mini-MOM project
- Manage annual MOM calendar of events internally and on website
- Work with Lead Dentist to select a project date in coordination with VCU School of Dentistry and approve site selection
- Coordinate involvement of key partners (i.e. x-ray equipment, VDOT generator, medical triage, etc.)
- Assist Lead Dentist with oversight of dental clinic from set-up to close of clinic
- Work closely with VCU School of Dentistry staff and volunteers on transporting MOM equipment and supplies
- Manage Data Collection Team and ensure patient treatment data is collected on-site
- Report results to MOM Team and key MOM volunteers
- Be on-site to coordinate events around Virginia, involving travel overnight and weekends several times per year

Volunteer Coordination:

- Recruit MOM volunteers through support by lead dentist and their Virginia Dental Association (VDA) Component members, social media, VDAF website
- Communicate with each volunteer through online registration for each project
- Manage hotel block reservations for volunteers

Communications:

- Create volunteer email packet prior to each project with detailed information about how clinic will operate; respond to all inquiries
- Communicate regularly with key MOM partners on progress of the project
- Ensure creation of MOM advertising materials, banners, sponsor signage, brochures, flyers, etc.
- Oversee design of annual MOM volunteer T-shirts and order
- Handle all incoming communication from the public regarding MOM events



Equipment Management:

- Manage calendar for borrowed/leased MOM equipment and schedule its safe release and return
- Order replacement equipment and schedule repairs as needed
- Ensure adequate supply of dental supplies are available for each project
- Ensure all required equipment inspections are performed as necessary
- Oversee regular maintenance, registration, and safety inspection of MOM vehicles
- Must be able to bend and lift up to 35 lbs.

Licensing:

- Review professional volunteer licenses and ensure all licensed volunteers have active VA licenses
- Provide information for non-VA dentists/hygienists on applying for VA Temporary Licensure through the VA Department of Health Professionals and VA Board of Dentistry
- Submit license information on all licensed professionals to Division of Risk Management, Commonwealth of Virginia, prior to each project

Reporting:

- Provide report on MOM projects at VDAF quarterly Board meetings
- Provide statistical information following each project to Executive Director
- Coordinate creation/distribution/analysis/reporting of various patient surveys at projects
- Submit articles related to MOM projects to VDA Dental Journal quarterly for publication

External Relations:

- Attend and represent the VDAF at meetings and conferences as needed

Qualifications, Skills & Experience:

- Bachelor's degree in social work or other human services field or equivalent experience
- 2 years of experience in a social services and health care setting providing program coordination and/or event management; experience in the dental industry helpful
- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail essential
- Ability to demonstrate patience and compassion while also maintaining appropriate professional boundaries; diplomacy and positive interpersonal relations required at all times
- Experience and compassion working with populations living at or below the Federal Poverty Level
- Experience in grant reporting process, including program evaluation and data management helpful
- Proficient with computers, databases, office machines and related technology; Microsoft 365 ideal
- Ability to take initiative and work independently with remote supervision; good judgment in determining when to make independent decisions and when to involve supervisor and others
- Passion for the VDAF's mission and vision
- Understanding of servant leadership; able to work collaboratively with integrity and demonstrate accountability



Foundation
VIRGINIA DENTAL ASSOCIATION

**Missions
of Mercy**

Salary Range: \$45,000 - \$52,000 depending on level of experience

Benefits:

This is a full-time position. Our team works in a hybrid work environment including days worked in our West End location, at home, and at project sites when applicable. The VDAF offers a very robust benefits package, including generous PTO and paid holidays, health insurance (employee premium 100% paid by employer), dental expense reimbursement, life insurance, and 401K/pension retirement plan with employer contribution.

The VDAF is an Equal Opportunity Employer committed to recruiting, employing, and promoting the best-qualified individuals. The VDAF aims to create an inclusive, safe working environment and welcomes applications from all qualified individuals. The VDAF does not discriminate based on race, ethnicity, religion, gender or gender identity, sexual orientation, age, national origin, marital status, disability, veteran's status, political affiliation, socio-economic status, or other applicable legally protected characteristics.

About the VDAF

Founded in 1996 as the charitable and outreach arm of the Virginia Dental Association, the VDAF is a 501(c)3 nonprofit organization whose mission is to advance dentistry and oral health through education, research, and access to care. For more information about the Virginia Dental Association Foundation and its programs, visit www.vdaf.org.

To apply:

Please submit a cover letter and résumé to Tara Quinn at quinn@vadental.org. References will be requested from final candidates. No phone calls, please. All applications will be treated confidentially.