

Part time Director of Operations with Doctor's Choice

Social Enterprise Greenhouse is helping to find qualified applicants for Doctor's Choice. Please see the below for more information, or email talent@segreenhouse.org.

Mission: [Doctor's Choice](#) is on a mission to help retirees navigate Medicare through creating best in class content/education along with individualize guidance on insurance options. Started by Dr. John Luo as a way to help patients with understanding the insurance side of Medicare, Doctor's Choice is expanding its educational outreach regionally in New England.

About: When Dr. Johnny Luo, a graduate of Brown Medical School, was finishing his clinical training in North Smithfield, Rhode Island, he was asked numerous questions about Medicare Health Plans from his patients. Frustrated with the lack of clear education about Medicare Health Plans, Dr. Luo started Doctor's Choice as a resource to help individuals make an educated decision regarding Medicare Health Plan coverage.

Description of Job: Doctor's Choice is seeking someone to assist the CEO in managing staff/vendors, streamlining procedures, contracting, managing P/L, and project management.

Hours per week: 20 hours/week with flexibility

Qualifications: Must have previous experience managing staff in an organization with <\$5 in budget, well organized, previous experience in project management.

Compensation: Hourly/competitive

Email talent@segreenhouse.org with your résumé and cover letter as PDFs to get started in the matchmaking process for this position. Include in the email how you found out about the opening. We will reach out to you with next steps.

