The Self-Management Resource Center is a small business dedicated to improving the lives of persons living with chronic diseases and of caregivers. We develop, license and train for our self-management programs around the world. Our licensed, trained organizations implement our programs in their own communities.

Qualifications:
- Work independently with minimal supervision
- Organized and dependable
- Excellent customer service skills
- Comfortable with working with technology and desire to learn new applications/skills
- Proficient in Acrobat Professional and Microsoft Office suite, including Access (required)
- Familiarity with QuickBooks or willingness to learn (required)
- Familiarity with GoToMeeting/Webinar/Training, HTML, Photoshop, and/or HTML desired
- Experience maintaining/developing Facebook pages and/or other social media desired
- Excellent writing and speaking in English; Spanish desired
- Ability to work from home
- 2 years of relevant work experience
- Pass background check

Tasks:
- Answer main phone
- Answer routine questions
- Route calls, voicemail, email and faxes to appropriate staff
- Prepare, send and track invoices in Quickbooks
- Process trainings/trainers:
  - Track training registrations and send reminders for payment, registration and homework
  - Track evaluations after training, sending reminders as needed
  - Follow up with organization giving the training if required information not received
  - Enter into databases
  - Add to list serve(s)
- Format manuals in MS Word, compile as PDF
- Format letters as needed
- Other tasks as needed

To apply, fill out our application and email it to kate@selfmanagementresource.com