Do you want to help change the world for the better? Come be a part of the Oregon College of Oriental Medicine (OCOM) team. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing.

A nonprofit founded in 1983, OCOM is the preeminent college of acupuncture and Chinese medicine in the United States, offering master’s and doctoral degree programs. OCOM consists of about 250 students and 100 full/part-time faculty and staff. Our state-of-the-art campus is a LEED Gold certified remodel of a historic hotel building in downtown (Old Town Chinatown) Portland. There is easy access to the MAX Light Rail, other mass transit, and bicycle routes. The beautiful Willamette River and Tom McCall Park are just a block away.

We are seeking a Vice President of Planning and Operations (VPPO). As VPPO you will be an important member of the college’s executive team and will manage its operations. You will also champion the implementation of OCOM’s strategic plan. To this end, we are looking for a skilled, entrepreneurial team member who has the passion and drive to elevate OCOM to the next level of excellence.

Position Summary

The VPPO supervises the Operations Division, including Clinic and Medicinary Operations; Information Systems and Technology; Bookstore; Facilities; and Business Services. These activities encompass systems analysis, budget oversight and reporting, and management training and coaching. The VPPO also coordinates the implementation of all facets of our strategic plan.

In addition, the VPPO will have responsibility for cultivating opportunities for expanding clinic capacity in collaboration with other organizations.

Education and Experience

- Master’s degree in a relevant field or commensurate practical experience; an MBA would be a plus
- Project management certification or training
- Training experience
- Expertise in strategic planning, preferably with successful experience in a nonprofit setting
- Experience managing personnel
- Experience administering and managing divisional or multi-department budgets with successful revenue generation

To Apply

Email cover letter and resume (.pdf format only) to HR@ocom.edu. Preference will be given to those applicants who apply by close of business on Friday, June 10, 2016. In your cover letter, please answer the question, “How would this position at OCOM fit with your long-term professional goals?”

Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.
Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Joyce Gates, 75 NW Couch Street, Portland OR 97209, or HR@ocom.edu.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.