



REQUIRED EXPERIENCE FOR HEALTHY CAREERS

Do you want to be Part of the 3BC Operations Team?

Description: *Building Better Business Connections* (3BC) is a growing community of healthcare leaders from HBA corporate partner organizations who come together to share best practices on business relevant topics. 3BC's mission is to accelerate women's leadership development and impact within corporate partner organizations through collaborative learning and innovation.



Launched in 2009, 3BC hosted two live events and one webinar focused on exploring the ROI of internal women's networks. A steering committee is currently setting the longer-term strategic direction for this evolving community. The 3BC core team drafted an operational plan for 2010.

The **3BC operations team** will oversee and be responsible for the tactical execution of the annual 3BC operating plan activities, including execution of at least two live events and distribution of potential enduring materials from these events.

Why Get Involved? Benefits of being a member of the 3BC operations team include:

- Leadership opportunities outside your organization that allow you to refine critical leadership skills such as consensus building and negotiation
- Access to relationship building events with women in healthcare
- Knowledge-sharing among diverse, experienced female healthcare professionals to expand your insights
- Recognition for your contributions at work and through the HBA

Time Commitment: 2-3 hours per week to:

- Develop marketing materials for events (flyers, invitations, etc.)
- Manage event logistics (tracking RSVPs, staffing registration table, making badges, travel plans etc.)
- Write post-event articles, develop event surveys, etc.
- Source speakers/thought leaders and maintain relationships with multiple organizations to build community
- Conduct research that informs content direction, trends in the industry

Qualifications/Skills:

- HBA member and employee of HBA corporate partner
- Good writing and communication skills
- Strong attention to detail, with project management/operational expertise
- Comfort working with and building relationships with high level executives (CRM expertise highly desired – to help build 3BC relationship database!)
- Ability to work on a virtual team, build consensus, and deliver on commitments

If you are interested in this valuable opportunity please contact the 3BC co-chair, Kristin Rand at rand.kristin@gene.com or Marianne Fray at mfray@hbanet.org.