



## HEAL Initiative

Health, Equity, Action & Leadership



The [HEAL Initiative](#) focuses on realizing global health equity through training and building a transnational health worker community. We are looking for one new member to join our small and spirited team.

At HEAL, we believe health is achievable for even the most vulnerable populations when we apply principles of equity, justice, and solidarity. We partner with [18 health organizations](#) across 8 countries committed to transforming resource denied communities.

The UCSF HEAL Initiative is recruiting a full-time Oakland/Berkeley-based Operations Officer to run the operations and finance for our small and dynamic team. The Operations Officer will have internally and externally facing responsibilities in finance, operations, and communication to support HEAL to deliver on our mission. The role will likely include:

- 1) Contract management, billing, and invoice tracking for our six domestic partnership sites
- 2) Interface with UCSF on accounts management and expense tracking
- 3) Synthesize key operational & financial information for program management decisions
- 4) As a member of a small collaborative team, provide cross cutting operational support to the Program. (e.g. preparing for and attending summer training intensives)
- 5) *Possible*: support faculty lead in development stewardship and tracking

Strong self-management, remarkable organization skills, a can-do attitude, excellence in excel, detail orientation, and excellent people skills are part of the recipe for success.

Preferred additional skills:

- 1-5 years of finance, accounting, consulting, or operations/management experience
- Experience in development, communications, or operations roll of an early stage organization or an organization serving the underserved
- Proficiency with Quickbooks
- Passion and strength for telling compelling stories in written and spoken form

You will thrive in our team if you are deeply passionate about equity and justice. Additionally, you will thrive if you are comfortable working in an early stage/start up organization where you can build systems and processes, and if you are highly self-managed.

We are looking for a candidate who is looking to be in an organization for at least 2 years, and who has some experience working with domestic or international underserved communities.

The Operations Officer will report to the COO. Role formally employed by UCSF with all UCSF benefits etc. This is a full-time position based out of our HEAL office in downtown Oakland.



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HEAL believes in creating a **diverse** community and strongly encourages women, underrepresented minorities including indigenous people, first generation to college, and Oakland natives to apply.

Rolling application, applications open until position is filled.

Apply [here](http://ucsfhr.ucsf.edu/careers/): <http://ucsfhr.ucsf.edu/careers/> >> advanced search >> Job ID: 52480BR

If questions, please email [healfinance@ucsf.edu](mailto:healfinance@ucsf.edu)