



HEAL Initiative

Health, Equity, Action & Leadership



The [HEAL Initiative](#) focuses on realizing global health equity through training and building a transnational health worker community. 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 Operations Officer to run the operations and finance for our small and dynamic team. They will have responsibilities in finance, operations, and communication to support HEAL's mission, namely:

- 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)

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.

Additionally, comfort working in an early stage/start up setting where you can build systems and processes is a must.

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 and/or an organization serving the underserved
- Proficiency with Quickbooks

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.

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

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

Rolling application, applications open until position is filled.

If questions, please email healfinance@ucsf.edu