



UCSF HEAL Operations Officer

At [HEAL](#), we believe health is achievable for even the most vulnerable populations in our world when we apply principles of equity, justice, and solidarity. HEAL (Health, Equity, Action, and Leadership) trains, transforms, and builds a community of frontline health professionals dedicated to serving the underserved. HEAL partners with 19 health organizations across 9 countries and Navajo Nation committed to transforming resource denied communities. More at www.HEALinitiative.org

Our team is recruiting a full-time Operations Officer. The Operations Officer will have internally and externally facing responsibilities in finance, operations, and communication to support HEAL to deliver on our mission. The scope includes:

- 1) Contract management, billing, and invoice tracking for our eight domestic partnership sites
- 2) Synthesizing key operational & financial information for program management Interfacing with UCSF on accounts management and expense tracking
- 3) Supporting co-founder in building and developing philanthropic reports & improving donor stewardship
- 4) Additional team operational leadership:
 - Support our highly collaborative team with time-sensitive administrative tasks
 - Manage internal events, for example team bonding activities and internal off-site team retreats
 - As a member of a small collaborative team, the Operations Officer will provide cross cutting operational support to the Program.

This is an exceptional opportunity to join a global health organization and support key functions. Strong self-management, remarkable organization skills, proficiency in Excel, detail orientation, a can-do attitude, and excellent people skills are required. Preferred additional skills:

- Finance or accounting exposure, with ideally 2-4 years of experience in finance, accounting, consulting.
- Experience in development, communications, or operations roll of an early-stage organization or an organization serving the underserved
- You love and thrive in a highly collaborative, team environment
- You will thrive in our team if you are deeply passionate about equity and justice first and foremost. You will be a strong fit if you have worked in early stage organizations, and can thrive in a fast-paced group environment with changing priorities and deadlines.
- We are looking for a candidate who is looking to be in an organization for at least 2 years, and who has lived experience working with a resource-denied community.
- Willingness to travel (locally, domestically, and maybe even internationally) to attend and support trainings and be with our fellows and partners sites preferred. This role will have the opportunity for 1-2 trips/year.

The Operations Officer will report to the Managing Director. Role formally employed by UCSF with all UCSF benefits etc. This is a full-time position currently remote due to COVID.

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

Rolling application, applications open until position is filled.

Apply [here](#) or via: <http://ucsfhr.ucsf.edu/careers/> >> advanced search >> Job ID: 64199BR

**** If you are early in your career, very hard working and detail oriented, and want to break into the global health field, and you are SURE this may be a great fit, please do consider applying as well.**