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**Position Title:** Operations and Finance Coordinator

**Employer:** Healthy Little Havana

**Effective Date:** April 1, 2022

**Salary:** $47,000

**ORGANIZATIONAL OVERVIEW:**

Healthy Little Havana (HLH) aspires to create a health-supportive neighborhood where all Little Havana residents can thrive. Our mission is to support and advocate for efforts that strengthen Miami's Little Havana neighborhood by focusing on the social determinants of health. Based on our Community Action Plan (CAP), our activities are separated into the following four health priority areas: education to employment, public space, healthcare access, and housing. More information about our work can be found at [www.healthylittlehavana.org](http://www.healthylittlehavana.org).

**POSITION OVERVIEW:**

The Operations and Finance Coordinator should be a highly responsible professional with the demonstrated ability to assist with the finance and administrative activities to support internal operations for HLH. Work involves supporting the Director of Health Equity and Social Determinants of Health in the management of effective administrative and financial systems including accounting, legal, regulatory reporting, human resources, and information technology (IT) and office management of HLH’s both physical and “virtual” office spaces.

This is a full-time position where the number of hours needed to complete tasks may fluctuate depending on project and initiative demands. While there will be some on-site or on-the-field hours required, there is significant flexibility to work virtually and to set your own schedule. Compensation will be commensurate with experience and could include benefits such as health, insurance, vacation, sick, and holiday paid time off.

**RESPONSIBILITIES:**

The Operations and Finance Coordinator supports the Director in the management of operational systems, administrative and reporting procedures, and people systems to achieve HLH’s defined goals and meet strategic objectives. Key responsibilities include:

***Primary Functions***

1. **Finance, Human Resource and Compliance**
	* Supports the Director in the management of operational systems, administrative and reporting procedures, and people systems to achieve HLH’s defined goals and meet strategic objectives.
	* Supports the Director in preparing and tracking monthly and annual financial reporting materials and metrics, ensuring all invoices and project financials are submitted for recordkeeping and tracking
	* Processes accounts payable and receivables for assigned areas; monitors and records expenses; and deposits checks received
	* Provides support in all audit and review activities, financial reporting, and tax filings
	* Provides support in managing benefits, insurances, licenses, certificates, and necessary reporting of these
	* Works with the Director and Program Manager to support contract administration
	* Coordinates with the external accounting firm
2. **Administrative and Program Support**
	* Provides administrative support for grant and contract proposals and reporting
	* Supports the Director with the organization’s financial budgeting and administrative processes including human resources, payroll, and benefits
	* Coordinates technical functions and vendors to implement IT infrastructure and systems
	* Performs office management activities including clerical, logistical, and technical support (phone, security, supplies, etc.) including office supplies inventory and ordering and serving as point of contact including managing incoming calls, emails, and mail
	* Coordinates the organization’s “virtual” office including virtual workspaces and software
	* Maintain, administer, create documentation for, and train others on the effective use of platforms and systems
	* Other duties as assigned
3. **General Conduct**
	* Displays an attitude and behavior that reflects the organization’s mission and core values of: collaboration, community, empowerment, equity, and integrity
	* Displays a positive and professional approach toward staff and community members and consistently works in a collaborative manner
	* Values diversity and actively contributes to a respectful and inclusive work environment
	* Works well independently, including in a virtual environment and with initiative
	* Has demonstrated ability to organize, plan, and prioritize work and makes efficient use of time and resources
	* Is comfortable with learning and utilizing new software and digital tools
	* Has excellent communication and interpersonal skills
	* Conducts themselves in a professional manner
	* Communicates openly and effectively with supervisors, staff, community organization personnel, community stakeholders, community members
	* Follows directions with little supervision and with high efficiency
	* Works well under pressure
	* Maintains a high degree of accuracy and prevents errors directly impacting the implementation of the initiative
	* Organized and detailed oriented

**EDUCATION AND EXPERIENCE REQUIREMENTS**

This is an outstanding opportunity to play a critical role in advancing health equity in Little Havana through the social determinants of health. Therefore, first and foremost, the Operations and Finance Coordinator must be committed to the mission of Healthy Little Havana. Additionally, the successful candidate will be able to demonstrate:

* + Bachelor’s Degree in finance, business, public administration, or a related field
	+ At least one (1) year of accounting and finance experience;
	+ At least one (1) year of administrative and/or office management experience;
	+ Or an equivalent combination of education, certification, training, and/or experience
	+ Working knowledge of IT and the ability to ensure equipment is functional and meets the needs of the organization
	+ Ability to actively contribute to a respectful and inclusive work environment and demonstrate a value and commitment to diversity, inclusion, and equity
	+ Demonstrated desire to work with issues related to health equity
	+ Advanced Skill Level of Knowledge in:
		1. Computers (Google Suite/Microsoft Office)
		2. Excellent written and verbal communication skills

***Desired Qualifications***

* Master’s degree in finance, business or public administration, or a related field
* At least three (3) years of office management and administrative experience
* Fluent in English and Spanish (oral and written) is highly desirable
* Experience in working in start-up and/or nonprofit environment
* Experience with grant management and support
* Advanced skill level of knowledge in Google Suite, Asana, and other digital and project platforms

**COMPENSATION**

Starting at a base salary of $47,000, commensurate with experience.

**TO APPLY:** Please visit our website at www.healthylittlehavana.org/careers where you will be asked to provide: contact information, resume, cover letter, and references. The position will be open until filled but apply before March 15, 2022, for full consideration**.**

*Consistent with HLH’s values in diversity, equity, and inclusion, the team seeks to build a vibrant organization where all individuals, regardless of background, can feel valued and contribute fully to the mission. In accordance, HLH does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.*