



## POSITION DESCRIPTION

**TITLE:** Operations Coordinator  
**REPORTS TO:** Executive Director  
**POSITION TYPE:** Full time, Exempt  
**JOB LOCATION:** Portland, OR  
**CLOSING:** Open until filled

**POSITION SUMMARY:** The Oregon Latino Health Coalition is *dedicated to eliminating health disparities affecting Oregon Latinas and Latinos through collaboration and advocacy*. The ideal candidate is a passionate, hands-on, bilingual (English/Spanish), and culturally responsive team player and solution-oriented problem solver. The Operations Coordinator reports directly to the Executive Director and is primarily responsible for fiscal management and reporting, day-to-day operations and administrative support.

### ESSENTIAL FUNCTIONS:

#### Administrative & Program Support

- Receptionist to welcome guests, respond to general questions, answer telephones, direct messages to staff, and handle essential general written and verbal communications.
- Lead office orientation for new staff, volunteers and developing and maintaining current documentation business procedures.
- Maintain OLHC's database, which includes partners, stakeholders, and donors.
- Oversees essential human resource functions including employee payroll and benefits plan, personnel paperwork, on-boarding, etc. (in collaboration with Executive Director).
- Track the reporting schedule for grants and contracts to ensure that deliverables are met.
- Management of office supplies, materials and office inventory.
- Coordinates IT support & performing troubleshooting where possible.
- Overall programmatic support.
- Support the management team with time sheet management.
- Assists management team with miscellaneous tasks as assigned.

#### Fiscal Management

- Supports the Executive Director and OLHC Board of Directors by reporting on the OLHC budget, cash flow and financial record keeping.
- Prepares fiscal updates and works closely with the contracted accountant to ensure that financial statements, booking reports are accurate and delivered to the Executive

Director in a timely manner.

- Management of fiscal business practices (invoicing, credit card use and expense tracking).
- Management of accounts payables, receivables and deposits in coordination with contracted accountant.
- Management and tracking of accounting codes and use.
- Demonstrated high-level fiscal responsibly and effective administration processing.
- Primary point person for fiscal communications to contracted accountant and contractors.

#### **REQUIREMENTS:**

- Bachelor's degree **OR** minimum 4 years experience with demonstrated knowledge of organizational fiscal management practices and procedures, ideally with nonprofit but not required.
- Bilingual in Spanish/English verbal and written.
- Expertise in the use of current technology and software, including office management platforms that include data base management, financial spreadsheets, Microsoft Office, and Google business products.
- Strong written, interpersonal communication skills and ability to work interdependently with staff and partners.
- Solution-focused and detail oriented: able to analyze administrative, financial and recommend effective solutions.
- Work effectively in a diverse collaborative team environment, with skills in promoting inclusion and cultural responsiveness.

**Benefits:** Full Medical and Dental benefits, paid vacation, sick leave, and holidays; flexible work hours; cellphone and mileage reimbursement for work related tasks.

**Compensation:** Annual Salary of \$40,000 - \$45,000 Commensurate to experience

**Application Process:** Please send a thoughtful cover letter and resume to Office Manager- Josué Peña Juárez: [josue@orlhc.org](mailto:josue@orlhc.org). In the subject line write "Operations Coordinator Position"

The Oregon Latino Health Coalition is an Equal Employment Opportunity employer who encourages applications from women, people of color, and lesbian, gay, bisexual, and transgender people, and persons with disabilities.

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