



Oregon Latino Health Coalition (OLHC) is seeking a **Full-Time Operations Manager**. The Operations Manager will provide day to day oversight and support of all internal operations, policies, and structures. This will include supporting the Executive Director, and serving as liaison to OLHC's funders and vendors, and supporting the fiscal management and operation. Founded in 2004, OLHC is the only health policy advocacy organization in Oregon dedicated to eliminating Latina and Latino health disparities.

To learn more about our amazing Organization visit our website at: <https://orlhc.org/about-us/history/>

Oregon Latino Health Coalition's culture is built on the dedication of eliminating health disparities affecting Oregon Latinas and Latinos through leadership, collaboration, and advocacy. We are committed to help build the capacity of allied organizations that work to change the conditions that contribute to the health inequities experienced by our immigrant communities.

Benefits at Oregon Latino Health Coalition!

- 12 paid holidays
- 2 Volunteer paid leave days
- 100% employer-paid medical and dental insurance
- Cell phone reimbursement
- Home office stipend
- Flexible work hours and hybrid schedule
- And more!

Qualifications:

- This position requires a bachelor's degree or minimum of 4 years' experience with demonstrated knowledge of organizational fiscal management practices and procedures, ideally nonprofit but not required.
- Strong written and verbal communication skills and customer-service orientation.
- Interest and commitment to enhancing the effectiveness of nonprofit organizations
- Superior attention to detail and excellent organizational, time-management and project management skills with the ability to prioritize, multi-task and work independently as well as collaboratively as a member of a team.
- Strong judgment, analytic reasoning, critical thinking and problem solving skills.
- Ability to work well with diverse colleagues with varied personalities and work styles.
- Bi-lingual (Spanish and English) verbal, listening and written communication skills required.

Essential Duties:

- Actively manage the day-to-day operations of the agency.
- Welcomes guests, responds to general questions, answers telephones, directs messages to staff, and handles essential general written and verbal communications.
- Oversee and review the preparation of all program financial reporting required for funding sources.

- Manage the billing, accounts receivable, accounts payables, and payroll functions.
- Oversee the agency's banking activities and actively manage cash flow to ensure it meets agency needs. Reconcile all bank statements to the accounting system.
- Serve as the agency's primary liaison with its independent Auditor to ensure the annual audit is completed smoothly and in a timely manner.
- Oversees and supervises operation of administrative office communications, including vendor interfaces and contacts.
- Leads and develops office procedures, manuals, workflows, and conducts staff orientation and training on office procedures and policies.
- Oversees essential human resource functions, in collaboration with Executive Director and HR services, including employee payroll and benefits plan, personnel paperwork, on-boarding, etc.
- Develops and maintains organizational systems for tracking, reporting, and archiving organizational documents.
- Supports management with employee timesheets, reimbursements and benchmarks.
- Provides support to the Board of Directors, including communications, preparation of Board meetings, and other administrative support.
- Coordinates schedule, logistics, materials, set up, and follow-up for internal and external meetings.
- Supports the OLHC website maintenance in collaboration with OLHC's IT consultant and Executive Director.
- Supports grant proposals, reports, and correspondence for funders and is responsible for their timely submission.
- Supports planning and coordination of training, team meetings, orientation, program events, and OLHC fundraising efforts.
- Tracks the reporting schedule for grants and contracts to ensure deliverables are met.
- Serves as the liaison to community partners and business vendors and supports the program resources.
- Provide supervision, support, coaching and training for entry level staff in conjunction with the executive director.
- Maintains OLHC's database, which includes partners, stakeholders, and donors.
- Participates in monthly all-staff meetings and other events as assigned.
- Participates in OLHC's leadership Management team.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation. Respectfully takes direction from the Executive Director.
- Other duties as assigned.

COMPENSATION: Annual Salary of \$60,000 to \$65,000
TO APPLY: Please submit your cover letter and resume at:
Olivia Quiroz, Executive Director
olivia.q@orlhc.org
[Ph: \(971\) 229-0482](tel:(971)229-0482)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER