



Job Description - Operations Director

Overview

AWFH is a peer-led, community-based network dedicated to advancing Asian women's health and wellness through education, advocacy, and support. We envision a world where Asian women are well-informed, have access to care that is culturally appropriate and high quality, and inspired to live happy, healthy lives.

About this position:

This 40 hour per week position reports to the Executive Director to ensure the efficient operation of the organization and its programs. As this is a new position, the ideal candidate is someone who enjoys the challenge of developing strategies and systems, both independently and collaboratively with a team.

Responsibilities

Operational Oversight

- Monitor day-to-day organizational activities and staff performance.
- Create systems and maintain strategies for smooth internal communications.
- Communicate AWFH's mission, vision and values to participants, colleagues, and the public.
- Review and renew AWFH's annual contracts in a timely way.
- Ensure all required regulatory obligations, including filings, are met.
- Distribute and collect annual Conflict of Interest forms to Board members and staff.
- Respond to incoming correspondence, including email, as necessary.
- Maintain AWFH's organizational calendar.
- Meet monthly with AWFH's financial management team.
- Oversee payroll and employee benefits administration and activities.
- Perform all other related duties as assigned.

Personnel Management

- Conduct orientation and training for new staff.
- Implement teambuilding strategies.
- Develop and implement staff, volunteer, and intern supervision strategies.
- Directly supervise the Program Manager and the Development/Communications Manager.
- Conduct annual evaluations and semi-annual performance reviews of program and operations staff.
- Monitor overall program progress in relationship to staff workplans and goals.
- Assess and develop internal training needs.
- Review staff workplans.
- Perform all other related duties as assigned.

Qualifications

- Commitment to AWFH's mission.
- Exceptional attention to detail, interpersonal communication, writing, and editing skills.
- Five years of experience in supervisory and programmatic positions.
- Desire to work as part of a team in a culturally diverse organization, including building relationships across lines based on race, class, gender, sexual orientation, age, and ability.
- Demonstrated understanding of, and ability to communicate about, complex or controversial issues, with accountability and deference to those most impacted by those issues.
- Ability to deliver quality products on tight deadlines.

Compensation: The annual salary will be \$ 62,000 - 65,000

To Apply: Send a resume and cover letter to Chien-Chi Huang, cch@asianwomenforhealth.org, with the subject line "Operations Director." In your cover letter *please specifically address* why you are interested in this position, what you find compelling about our work, and why your skills are a match. No phone calls please. Position open until filled.

AWFH is an Equal Opportunity Employer. Women, people of color, indigenous people, immigrants, LGBTQ and gender nonconforming individuals are strongly encouraged to apply.

RSP is an Equal Opportunity Employer. Black people, indigenous people, people of color, immigrants, LGBTQ and gender nonconforming individuals, and women are strongly encouraged to apply.