



Operations Administrator

The Operations administrator provides organizational and bookkeeping support for Hugh Lane Wellness Foundation. This role is responsible for maintaining the physical space(s) of the organization to ensure efficient operations across all service areas. In addition, this role supports the fiscal operations of the organization by maintaining and entering data for our fiscal records. The Operations Administrator should be highly organized and thrive in a fast paced work environment with evolving and competing demands. This is a full-time role reporting to the Director of Executive Operations.

Operations

1. Maintain physical space and equipment across the organization
2. Support ordering and supply chain logistics for program implementation
3. Manage on-site storage and utilization of equipment
4. Assure safety protocols and standards are met
5. Assure cleanliness of all organizational buildings and offices
6. Retrieve and date stamp all incoming mail
7. Assist in welcoming clients, visitors and volunteers to our facilities
8. Maintain lease agreements and maintenance requests
9. Identify and support vendors and contractors to complete approved projects
10. Support program implementation and execution

Fiscal Administration

1. Maintain accurate fiscal records and back-up documentation
2. Utilize Quickbooks to complete data entry for fiscal operations
3. Support monthly invoicing and credit card reconciliation with the Fiscal Manager
4. Generate reports and document activity and deliverables

HLWF Team Operations

1. Facilitate agency overview presentations to share information about our work
2. Participate in community events in support of agency growth and programming
3. Support the creation of and participate in agency programming
4. Utilize agency processes and procedures to accomplish relevant goals and objectives
5. Demonstrate teamwork and collaboration in working with colleagues
6. Lead in finding creative solutions and problem-solve to find ways to “always say yes”
7. Achieve quality and efficiency in our work to raise health with our LGBTQ+ communities

The Ideal Candidate will:

- Have an understanding of gender, sexuality and health disparities impacting the HIV/AIDS and LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to work toward improving practices in all of their work
- Be comfortable with outreach and engagement with our communities
- Work effectively both individually and as part of a team
- Be trauma informed and employ harm reduction practices
- Have attention to detail and organization skills
- Balance and effectively triage multiple competing demands
- Be open and willing to creatively solve problems
- Flexibility to work in a variety of locations in community and across our office locations
- Uplift and support our mission of health equity with our LGBTQ+ and HIV communities
- Provide Act 33/34 and FBI clearances prior to starting* (paid for by Hugh Lane)

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: admin@hughlane.org

Hugh Lane is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting, and promoting a diverse workforce. We believe that differences at the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply. Salary Range: 44-49k with benefits

*While we are required to obtain clearances upon offer of employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification, as outlined in the PA Child Welfare Protective Service Law.