



General Operations Assistant Hartford, CT

Organizational Overview:

The mission of Health Equity Solutions (HES) is to promote policies, programs, and practices that result in equitable access to health care, increased quality in the delivery of health care, and improved health outcomes for Connecticut residents.

This mission of the Connecticut Oral Health Initiative, Inc. (COHI) is to strengthen and safeguard access to quality, affordable oral health services for all Connecticut residents. COHI builds towards this through policy advocacy and education.

HES and COHI are looking to hire one person for a dual assignment position equaling 40 hours per week. Business hours are M-F, 9am – 5pm. Some evenings and weekends required.

Job Summary:

The work will include a variety of tasks and tasks will vary regularly. You will need to be flexible, with a can-do spirit, willing to help out as needed. Our ideal candidate would have exceptional written and verbal skills in order to communicate with our many stakeholders. In this role you will support both the Deputy Director of HES and Executive Director of COHI in all levels of office administration, fundraising, grant writing, and curating and managing content on multiple media platforms (social media, website, and e-newsletters).

Duties/Responsibilities:

Core Responsibility: Office administration and coordination

- Schedule and/or arrange conference calls and meetings
- Prepare monthly travel reimbursement forms for Management
- Provide administrative support for events and trainings, including vendor identification and selection recommendations, demonstrates initiative and appropriate follow through to ensure quality support and attention to details;
- Periodically, arrange logistics such as venues, catering, lodging, and transportation for program training sessions and meetings involving the staff in a timely manner to ensure quality experiences;
- General operations support office management

Core Responsibility: Financial Management



For HES:

- Expense report collection and review for accuracy before processing;
- Processing accounts receivable and accounts payable
- Preparing documentation of receivables, payables, and bank statements for audit trail
- Issue tax exempt (Cert-119) to vendors to ensure tax is not charged
- Work with the Deputy Director and bookkeeper on the annual audit
- Assist with insurance and bonding policies for the organization
- Work with the Deputy Director of HES and bookkeeper on the quarterly and end of year financials

For COHI:

- Reconcile income and expenses against bank statements;
- Organize and deliver reconciled financials to Executive Director, Board Treasurer, and bookkeeper;
- Assist with tax forms and vendor/contract agreements as needed;
- Work with the Executive Director and bookkeeper on quarterly and end of year financials

Core Responsibility: Development

- Enter all donations into donor management system
- Manage the contribution Thank You letter creation and distribution process
- further their respective missions and strategic goals; report on these opportunities regularly
- Assist in preparing supporting documents for grant applications
- Assist in developing and executing donor campaigns throughout the year

Core Responsibility: Purchasing

- Complete purchase requisitions; create purchase orders for executive director signature; submit all purchase orders to vendors as appropriate
- Order supplies and furniture for the HES and COHI offices following HES' and COHI's purchasing procedures;
- Order supplies for all programmatic events as needed, following HES' and COHI' purchasing procedures;
- Maintain appropriate level of supplies in the office



Core Responsibility: Communications

- Maintain, update, write content, and schedule regular communications via website, e-newsletter, social media, and other outlets as needed
- Assist in drafting, editing, and formatting fact sheets, reports, project materials, and presentations
- Create simple graphics as needed

Core Responsibility: Special Projects and other duties as assigned

- Work on special projects as assigned by the Deputy Director of HES and the Executive Director of COHI
- Perform other duties as needed

Job Specifications:

- License:** No licenses required for this position
- Education:** Bachelor's Degree preferred, not required
- Experience:** At least one year of office management and financial management experience preferred; knowledge of and/or interest in health policy and/or health disparities a plus
- Skills:** Problem solving; interpersonal, computer, verbal and written communication skills; time management; excellent administrative and organizational skills necessary; database management a plus
- Other:** Must be proficient in Microsoft Word, Excel, PowerPoint; experience with QuickBooks welcomed; Internet Applications
- Characteristics:** Individual self-starter; work well as part of a team, work well in a fast-paced environment
- How to Apply:** Forward your cover letter and resume to jobs@hesct.org with the following subject line: **Materials for HES General Operations Assistant Position.**