

Operations Coordinator

Want a job you can be passionate about? Want to work with others who share that passion? Come join our team at the nonprofit Hemophilia Foundation of Northern California (HFNC) where we provide education, advocacy, support, community and research to individuals and families affected by bleeding disorders. Duties will include:

- Update and manage our database of contacts, including community members, donors and other stakeholders.
- Manage RSVP's for our programs and events.
- Train to use our bookkeeping system and create invoices, issue receipts and track online donations.
- Track accounts receivable and payable.
- Order office supplies as needed.
- Assist with events and fundraisers such as our annual Walk, Family Education Day, Spanish-speakers conference, holiday parties and more as needed.

Qualifications and Requirements:

The best candidate will have a high level of skill with Microsoft office, familiarity with managing data and accounting systems. This position is based in our Emeryville, CA office and is part time (20 hours per week) with a flexible schedule. Fully bilingual (Spanish) candidates strongly preferred.

To apply for this position, please send a cover letter and resume in English to our Executive Director, Alona Metz at alona.metz@hemofoundation.org.