



Now Recruiting!

HUMAN RESOURCES / ADMINISTRATIVE SPECIALIST

Latinos Salud is Florida's only gay, minority-based HIV agency. With locations in Broward and Miami-Dade counties, Latinos Salud seeks to reduce the burden of communicable diseases, using a community engagement model. This is a great opportunity for those who want to work in a community setting.

Salary high-30s to mid-40s, depending upon experience and education. Bachelor's degree preferred, and at least two years' work in an office role requiring project management / tracking multiple simultaneous tasks. Note candidates **must be bi-lingual** (English / Spanish). **Strong preference for gay / bisexual candidates** who can personally relate to the primary populations served.

Latinos Salud offers generous benefits: health insurance, tuition assistance, a retirement plan, and a generous leave package. Duties for this full-time position include:

- Assist in onboarding new employees, and maintain employee records.
- Set reminders for probation, evaluation, and other milestones. Enroll eligible employees in certain benefits, and remove employees whose terms have ended.
- Assist with accurate timesheets, and archive signed receipts and sheets for funders.
- Regularly re-contact all providers in agency database, to ensure accurate service and provider information for continued referrals.
- Take minutes during staff meetings, coordinators' calls, and other meetings.
- Review monthly contract pharmacy records for compliance and accuracy.
- Provide a moderate amount of HIV/STD testing, outreach and PrEP navigation.

Candidates must provide references, transcripts, and degree. Must have own transportation, and be willing to work a flexible schedule.

Generic cover letters and applications will NOT be reviewed. Please send a resume and cover letter describing your skills and goals **in applying for this specific position at this specific agency with our mission and target population served**, to jobs@latinossalud.org

LATINOS SALUD
PRIDE, COMMUNITY, SUPPORT

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