

LATINOS SALUD

PRIDE • COMMUNITY • SUPPORT



www.LatinosSalud.org

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Miami, FL 33165
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NOW HIRING

HUMAN RESOURCES AND ADMINISTRATIVE SPECIALIST

Latinos Salud is seeking qualified individuals for the position of **Human Resources and Administrative Specialist**. Candidates **must be bi-lingual** (English / Spanish). **Strong preference for gay Latino candidates** who can personally relate to the populations served.

Working primarily from the Wilton Manors location, the full-time staff member will:

- Assist in onboarding new employees, and maintain employee records.
- Set reminders for probation, evaluation, and other milestones. Enroll eligible employees in benefits.
- Process accurate payroll and validate timesheets.
- Match, allocate, and archive and receipts.
- Regularly re-contact all providers in agency database, to ensure accurate service and provider information for continued referrals.
- Take minutes during staff, coordinators', and other meetings.
- Audit monthly contract pharmacy records for compliance and accuracy.
- Provide HIV/STD testing, outreach and PrEP navigation.

Salary \$40,000 – \$48,000, depending upon experience and education. Latinos Salud's employees receive benefits: health insurance, tuition assistance, a retirement plan, and a generous leave package. Bachelor's degree preferred, and at least two years' work in a position with direct client contact. Candidates must complete the Florida 500 / 501 HIV testing certification. 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