

Position Title	<i>AMHP Operations Coordinator</i>
Reports to	<i>Executive Director, AMHP</i>
Hours	<i>Full-time (40 Hours Per Week)</i>
Location	<i>Remote</i>

Overview of Organization

American Muslim Health Professionals (AMHP)'s mission is to strengthen the impact of Muslim health professionals to improve the health and wellness of all Americans. AMHP brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. AMHP's three core areas of focus are professional development, mental health and advocacy for underserved communities.

Vision: To be a leader in improving public health, through efforts inspired by the Islamic tradition

Position Description

The Operations Coordinator is responsible for the day-to-day operations of a small but growing nonprofit organization. The individual should embody the organization's mission and be able to prioritize various tasks and responsibilities while working alongside fellow team and board members. This position offers the opportunity to help direct the growth of a nonprofit organization and implement health & wellness initiatives that serve our communities.

AMHP staff members work with the Executive Director to provide overall guidance and help grow strategic operations and AMHP's three core programmatic areas of mental health, professional development and health advocacy. Members must be willing to attend weekly staff meetings virtually, attend in-person strategic planning retreat annually, follow through on commitments and participate fully in the decision-making process.

Duties and Responsibilities

The Operations Coordinator will perform duties, such as, but not limited to the following:

Administration

- Assist staff and board members with various administrative tasks.
- Produce, copyedit, and proofread written materials in a relevant and engaging manner.
- Assist Treasurer and Accountant with accounting and budgeting.
- Respond to email inquiries directed to AMHP's general email account.
- Moderate email listservs and create social media posts as needed.
- Assist in organization of pertinent files/documents on GoogleDrive.

Event Planning

- Coordinate virtual and in-person lectures and webinars, fundraising, networking and other professional events.
- Manage logistical details related to publicizing, planning, and executing events.
- Recruit, train, and manage volunteers for various events and campaigns.

Community Outreach

- Represent AMHP at conventions, meetings, and events.
- Coordinator outreach to state and local agencies, community organizations, mosques, and AMHP's growing membership base.
- Establish collaborative relationships with key stakeholders.

Project Management

- **Mental Health First Aid (MHFA) Training Program:** respond to program requests and coordinate trainings in a timely and efficient manner.
- **Community Collaborative Initiative (CCI):** participate in CCI meetings and provide updates on AMHP's programs.
- **Chapter Initiation and Development:** Assist chapter leadership with initiation and establishment of chapters.

Knowledge, Skills & Abilities

- **Technical Knowledge:** A minimum of a BA/BS degree (MPH, MPA, or other Master's degree preferred) with 3-5 years of experience in a nonprofit setting. Demonstrated knowledge of practices in public health, familiarity with non-profit financials, public policy, and a working understanding of outcome measures and evaluation. Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with or willingness to learn Google Drive and Google Docs is required.
- **Relationship Building:** A strong record of managing partnerships and building effective relationships in varied environments and with diverse constituents. Ability to work independently and as a team player to productively engage with others.
- **Convening and Facilitation Skills:** Ability to facilitate meetings and group processes for the purposes of agenda-setting, fact-finding, decision-making, and collaboratively working to accomplish shared goals. Strong organizational, leadership and time management skills with exceptional attention to detail.
- **Communication Skills:** Excellent writing skills with the ability to write clear, concise narratives absolutely required. Ability to comfortably correspond with diverse audiences including donors, Board members, civic and religious leaders, government officials, and nonprofit and community groups.

Time Commitment

- This is a full-time (40 hrs/week) position that can work remotely from anywhere in the U.S. Candidates must have reliable access to a computer, internet, and phone. Some evening and weekend conference calls will be needed.

Benefits

- Monthly stipend for health insurance
- 3 weeks paid vacation (up to 5 weeks with 5+ years of service)
- 9 days paid office holidays
- Flexible workplace

For application form and more information, please visit amhp.us/joinourteam

We apologize in advance and will not be able to respond to all applications; only candidates who meet requirements and selected by the Search Committee will be contacted for an interview.