



## Operations Officer

**Synergía - Initiatives for Human Rights** is a human rights nongovernmental organization. While the organization has been established in 2017, its team of human rights defenders based in the US, Latin America, Africa and Europe has been leading in the field for almost two decades. Its board is composed of human rights experts and skilled professionals who have been leaders internationally for decades. Synergía seeks to protect and promote the human rights of all people – particularly those whose rights are most systematically and egregiously violated, with a range of programs that address violations that are motivated by one’s sexual orientation, gender identity, and/or gender expression (SOGIE). Synergía partners with local lesbian, gay, bisexual, transgender, and intersex (LGBTI) civil society organizations (CSOs) and human rights defenders (HRDs) to advocate for LGBTI persons’ human rights across Latin America and the Caribbean, West and Central Africa, and the Middle East and Northern Africa. Synergía blends capacity strengthening and grassroots re-granting in three interrelated and interdependent thematic areas of work: movement building, security and protections, and rights and advocacy.

Synergía is seeking a motivated and skilled **Operations Officer**. Reporting to the Executive Director, the Operations Officer is responsible for financial and administrative support of the organization’s grants, contracts and sub-awards, and assists finance staff with the organization’s continued compliance with donors’ guidelines. The Officer provides support to the development, review, revision and implementation of organizational policies, practices, procedures, and protocols; oversees logistics and supports staff with the organization of events; provides support to the Executive Director in discharging administrative responsibilities and interfacing with other staff, as well as external stakeholders. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

### **Essential Duties and Responsibilities:**

The Operations Officer:

- Supports the development, review, revision and implementation of organizational policies, practices, procedures, and protocols, monitoring the adherence to policies and processes throughout the organization.
- Supports financial management and administrative grant processes, including grant amendments, cost extensions, no-cost extensions, budget realignments, and other adjustments as required with an eye toward continuously improving systems, implementing protocols and controls to ensure responsible management of funds and clear reporting of all revenue and expenditures.
- In collaboration with the subgrant manager, reviews and processes sub-awards financial reports into QuickBooks under the supervision of the Finance manager.
- Oversees logistics and supports staff in the organization of events.
- In collaboration with the Executive Director, oversees preparation and presentation of materials for Board of Directors meetings and any other information required by the Board.
- Liaises with programmatic, administrative and finance staff for the management of subgrants as required.
- In coordination with other team members, oversees day-to-day operations of assigned projects as needed.
- Supports other staff in the development of curricula for human rights, documentation, paralegal activities.

- Collect and consolidate data for internal and external programmatic information sharing purposes and reports.
- Other duties may be assigned.

**Qualifications.**

A successful candidate must have:

- A Bachelors' Degree or foreign equivalent and a minimum of one-year related experience and/or training; or equivalent combination of education and experience.
- Demonstrated commitment or experience to human rights, women's rights, sexual rights, LGBTI rights.
- Very strong English writing and editing ability; proficiency in other languages (preferably French, Spanish or Portuguese) is preferred.
- Excellent organizational, analytical and math skills. Ability to work remotely with little on-site support. Be detail-oriented and have the ability to multi-task.
- Excellent knowledge of the Microsoft 365 suite of programs.
- Ability to work in multicultural environment.

**Compensation:** The salary will be commensurate with experience. Synergía – Initiatives for Human Rights offers its employees excellent benefits including health insurance, life insurance, short-term and long-term disability insurance, a retirement plan, and generous allocations of vacation, sick leave, and holidays. Benefits may vary depending on the location of the candidate.

**Location:** remote

**To apply:** send a cover letter, together with a resume, and two references to [contact@synergiaihr.org](mailto:contact@synergiaihr.org) by February 28<sup>th</sup>, 2023, subject line: Operations Officer. **Only candidates selected for an interview will be contacted.**

*Synergía – Initiatives for Human Rights is an equal opportunity employer. Synergía makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, gender expression, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of family and medical leave, military and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV status.*