



Assistant Operations Officer Position Description

Location: Virtual

Category: Full-time

Field: Non-profit; mission-driven organization

Reports to: VP and Chief Operating Officer

The **Assistant Operations Officer** will provide overall support to the VP & Chief Operating Officer. This position is responsible for operational support and coordinating administrative and fiscal activities, including finance, compliance, budget, human resources, and reporting. This position has a broad spectrum of duties.

About Cholangiocarcinoma Foundation

Cholangiocarcinoma Foundation's (CCF) mission is to find a cure and improve the quality of life for those affected by cholangiocarcinoma (bile duct cancer). Founded in 2006, in Salt Lake City, UT, by a family who [lost a loved one to cholangiocarcinoma](#), CCF has grown to become the leading global resource in research, education, and public awareness. The organization's core values are patients first, collaboration over competition, innovation, and urgency.

RESPONSIBILITIES

Operational Activities

- Prepare timely financial reports for the COO
- Assist the COO in preparing the CCF annual budget
- Assist the Finance Specialist in managing organizational expenses and expense reports
- Maintain official records to ensure compliance with federal, state, and local regulations
- Schedule and coordinate all the activities associated with the CCF Annual Conference
- Attend and participate in weekly, monthly, annual staff meetings and support in materials and agenda development
- Assist the COO with the scheduling and coordination for all Board meetings
- Manage the process for hiring new personnel and review all candidates before providing the hiring packages to the COO
- Schedule onboarding of new employees, to include coordination with all parties that conduct onboard activities
- Coordinate offboarding activities for those employees leaving CCF
- Participate in and support other general HR activities
- Assist in the development of operational policies and procedures
- Coordinate with the Security and IT consultant to ensure that all activities are being conducted
- Perform other projects as needed by the COO

SKILLS AND QUALIFICATIONS

- Proven experience as an assistant to senior management
- Knowledge of ASANA or other project planning tools required
- High level of proficiency in MS Office

Cholangiocarcinoma Foundation

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www.cholangiocarcinoma.org



- Extensive experience with Excel, including Tables & Pivot Tables
- Strong organizational skills with attention to detail are a must
- Ability to prioritize, follow-through, and meet deadlines on varied and multi-faceted projects
- Resourceful team member with the ability to work independently
- Excellent verbal and written communication
- Ability to work well under pressure
- Accurate record-keeping skills
- Ability to accomplish projects with little supervision
- A forward-looking thinker who actively seeks opportunities and proposes solutions

OTHER REQUIREMENTS

- Works cooperatively in a team setting with a 'can do' attitude
- Flexibility, adaptability, and open to change
- Background check

Compensation:

Salary Range: \$45,000 - \$55,000

Benefits: Health Insurance (Medical, Dental, Vision), Life Insurance, Disability Insurance, PTO, and 401(k)

Location:

The Foundation is a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings.

To apply, send resume, cover letter (INCLUDE POSITION NAME), and salary requirements to HR@cholangiocarcinoma.org *All applicants MUST submit a cover letter, resume, and salary requirements to be considered for the position.*

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.