

HSA-UWC is seeking a Legal Office Manager

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HSA-UWC is seeking candidates for Compliance Officer position. This is a hybrid position, with some hours each week required in the NYC offices of HSA-UWC. It is a full-time position.

I. General Description

The Compliance Officer will be responsible for ensuring organization's activities are in line with all regulatory requirements, will continually review the organization's risks, and ensure policies and procedures stay compliant.

The position is full time, a minimum of 30 hours per week is required for benefits.

II. Major Priorities

- Compliance and record-keeping
- Reviewing risks

III. Qualifications

Bachelors degree, with experience in nonprofit management

TO APPLY

For questions about the job and/or qualifications, contact Susan Bouachri at hr@unification.org. Allow 1 business day for a reply.

To apply, send resume to hr@unification.org.