



# Alumni Coordinator

Location: New York, NY

Position Type: Full-time

## Organizational Overview

The extreme disparity in health outcomes and access to healthcare that exists today between the world's rich and the world's poor is unjust and unsustainable. To change this unacceptable status quo will require a new generation of leaders with diverse skills and backgrounds. Emerging leaders need opportunities to build their skills and build meaningful connections with other young leaders who share a vision for transformative change.

Global Health Corps is mobilizing a global community of emerging leaders to build the movement for health equity. We do this by:

- ***Increase the impact of great organizations today:*** Fellows work with high-impact organizations in year-long paid positions. During their fellowship year, fellows make a significant and measurable contribution to the partner organization and the target population.
- ***Train and support leaders of tomorrow:*** Over the course of the fellowship year, fellows participate in a wide range of activities aimed at increasing their effectiveness as practitioners and their development as leaders.
- ***Build a global community of change-makers:*** Fellows build a set of shared values, commitment and skills that they carry well beyond the fellowship year. The GHC community and alumni program serve as a source of opportunity and strength throughout fellows' lives and careers.

Fellows work in teams of 2—one international fellow, one in-country fellow—in a wide range of areas to support our partners in improving healthcare access and health outcomes for the poor. Fellows have built financial management systems for grassroots HIV organizations in Uganda, counseled homeless teenagers in New Jersey, supported district pharmacies in Rwanda in rolling out new supply chain management tools, and conducted policy research in Washington DC.

## Position Overview

Global Health Corps seeks a passionate and organized leader to serve as the Alumni Coordinator, starting in September 2014. GHC alumni are critical to the mission of mobilizing a community of emerging leaders to build the movement for health equity. Given GHC's growth trajectory, there are now more than 300 alumni in the GHC network, providing an amazing opportunity for them to harness their collective experience and determine how they can best work towards improving the health of those most in need, both in their own countries and beyond.

The Alumni Coordinator will work directly with the Vice President of Programs in New York in this new role. The primary responsibilities will be to: support alumni in their leadership and professional development; foster connections within and between fellowship classes as well as the broader global health community and maintain a strong connection between GHC and alumni.

This position requires exceptional passion for our work and the ability to thrive in a dynamic, start-up work environment.

## Responsibilities

### (1) Develop Alumni Programming and Curricula

- Identify and collaborate with content partners both globally and in-country that can enrich alumni programming
- Develop templates or other tools to support alumni activities, ie budget templates, tracking documents, etc.
- Identify new programming areas and create environment to pilot in various GHC countries
- Help roll out and manage new Alumni Mentorship Program

### (2) Coordinate and Liaise with Alumni Committees

- Arrange and participate in regular calls with Alumni Committee members and GHC Program Managers, working with the VP of Programs to review annual plans and proposed ideas and to offer guidance and support
- Facilitate sharing and exchanging of best practices and experiences of alumni in other countries

### (3) Public Engagement and Communications

- Coordinate with Communications Manager and Program Managers to identify and pursue speaking opportunities at conferences for alums as well as various media opportunities, ie op-eds, interviews, etc. for them
- Share latest job opportunities, networking contacts and continuing learning opportunities with community
- Coordinate with alums to write blogs and identify other public engagement opportunities

### (4) Organize and Facilitate Workshops

- Develop programming for regional/country-level workshops
- Attend and facilitate workshops with GHC Program Managers and external speakers, etc.

### (5) Infrastructure and Systems

- Manage internal GHC alum/fellows website; ensure content is up to date in Fellow Portal
- Manage alumni listservs and ensure up to date information
- Oversee tracking of alumni activities and ensure alumni stay within budget
- Identify and implement other systems and/or processes to support alumni efforts

### (6) Monitoring and Evaluation

- Coordinate with Vice President of Operations to design Alumni Program M&E plan
- Clarify indicators of success, both short-term and long-term
- Implement appropriate tracking and monitoring
- Set up feedback loops from alums on programming, ie annual survey, focus groups, etc.

## Qualifications

### Capabilities and Personal Traits:

- Exceptional drive and passion for our work; mission-driven with a positive attitude
- Compassionate listener; genuine interest in the personal narratives and development of young leaders
- Excellent written and verbal communication skills

- High emotional intelligence and interpersonal skills
- Excellent decision-making and judgment
- Keen analytic problem solving abilities
- Orientation towards timely execution with excellent follow-through skills
- Careful attention to detail
- An innovative eye for improving systems
- Entrepreneurial, adaptable, and action-oriented
- Knowledgeable and passionate about global health and international development

### Experience:

- 3-5 years' experience working in health, development, or other relevant sector
- Experience with curricula development, program design and/or implementation
- Demonstrated ability to create and manage systems and processes
- Experience with event planning and/or program logistics management
- Experience working with people in a cross-cultural working environment
- Ability to build and sustain strong partnerships and relationships
- Comfortable working under frequent, tight timelines and delivering high-quality work products on time
- Commitment to health and social justice issues and understanding of global health and development issues

### How to Apply

To apply, please submit resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate Alumni Coordinator in the email subject. Interviews will be conducted on a rolling basis, so we strongly encourage you to apply as soon as possible. We hope to fill this position as soon as possible.

Note: All applicants must have valid documentation to work in the U.S.