



Global Fellow Recruitment and Communications Associate

Location: New York, NY

Position Type: Full-time, beginning as soon as possible in spring 2015

Application Deadline: April 5, 2015

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 skillsets 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 providing yearlong paid fellowship opportunities to talented young leaders and then supporting their professional development throughout their post-fellowship careers. During their fellowship year, GHC fellows serve in positions of impact within outstanding healthcare organizations in the US and sub-Saharan Africa. They also engage in intensive training, professional development opportunities, mentorship and thoughtful community-building.

Fellows work in teams of 2—one international fellow and one in-country fellow—on a wide range of projects that improve healthcare access and health outcomes for the poor. Working at for-profit, non-profit, and governmental health organizations, 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.

The Candidate

Global Health Corps is seeking a creative, people-oriented professional to join our small, entrepreneurial team in the spring of 2015. We have grown rapidly over the past five years, and have significant growth planned for the next five years. Working closely with GHC Country Managers in the US, East Africa and Southern Africa, as well as with GHC fellows and alums, the Global Fellow Recruitment and Communications Associate will organize year-round fellow recruitment activities in all of GHC's placement countries. The ideal candidate will thrive in a fast-paced, loosely-structured global environment. S/he will demonstrate exceptional communication skills, an orientation towards execution, top-notch attention to detail, and an excitement about working collaboratively across cultures and time-zones.

The Work

The Global Fellow Recruitment and Communications Associate will fill a pivotal role in a close-knit, multi-cultural and dynamic team. S/he will serve as the global coordinator of all in-person activities and communications efforts designed to raise awareness of the Global Health Corps fellowship among young professionals aged 21-30. One of the principal aims of Global Health Corps is to attract a wide range of talented emerging leaders to the field of global health and this role will be charged with customizing communications strategies to different industries and communities. This role will collaborate closely with the Global Health Corps Country Managers and the Communications department at Global Health Corps. This role offers an exceptional

opportunity to develop practical experience in developing and implementing non-profit communications strategy and developing talent pipelines. Specific responsibilities will include:

March – August: Preparations phase

- Work with the GHC team and an external consultant to revise the Global Health Corps website to optimize/simplify an applicant's experience applying to the fellowship
- Maintain relationships with people and organizations that provide a pipeline of talent to the fellowship
- Develop recruitment relationships with people and organizations in sectors that are harder to reach and attract, such as finance and technology
- Develop recruitment strategies to target remote regions of East and Southern Africa and help applicants from those regions overcome application hurdles
- Strengthen recruitment relationships with minority-serving institutions in the United States
- Analyse data from prior years' efforts

Sept – Nov: Count-down to the application opening

- Work with GHC fellows and alums to prepare in-country recruitment events advertising applications being open
- Work with communications team to organize a count-down to application opening
- Finalize the job descriptions available to next year's fellows as they are crafted by the Program team and placement organizations
- Finalize the overall recruitment strategy and messaging, and specific recruitment strategies for the positions being offered in the next fellowship class
- Work with the communications team to develop communications materials to support recruitment including talking points document, press releases, GHC presentations, fact sheets, emails, etc.
- Ensure analytics and tracking tools are ready to go

Nov – Feb: Application is OPEN

- Execute the recruitment strategy globally, revising in real-time as needed based on application numbers
- Oversee posting of job descriptions on GHC website
- Oversee dissemination of emails and communication strategies to various target audiences
- Oversee execution of recruitment events in 6 GHC countries

Qualifications

- Communications work experience preferred, understanding of social media required.
- Exceptional written and oral communications skills required.
- Experience in talent recruitment preferred.
- Experience coordinating multi-cultural teams, especially in a loosely-structured global organization.
- Skill and comfort public speaking required.
- Superior organizational skills and meticulous attention to detail.
- The ability to multi-task while effectively prioritizing and meeting deadlines.
- Internal drive: The Global Fellow Recruitment and Communications Associate will have a lot of autonomy to oversee significant parts of GHC's operations. S/he must be a self-starter who can proactively identify needs and possess vision and good judgment to design solutions to these needs. The ability to prioritize and complete the tasks required to implement solutions in a thoughtful and efficient way is critical.
- Humility: We are looking for a passionate professional who combines creativity, strong leadership skills with good humor, patience, open-mindedness and a humble approach to service.

- Tech savviness and interest in new technologies; ability to use Google tools, Dropbox and other online platforms to share and streamline work.
- Interest in global health, social justice and social service programs.
- Experience working in East or Southern Africa or other resource limited setting preferred.
- Previous experience with Salesforce a plus.
- Written and verbal French would be ideal but not required.

Travel Requirement

Travel to Africa 2-3 times/year as well as several trips within the US. Travel may increase or decrease depending on recruitment and team needs.

Preferred Start Date

Flexible, but as soon as possible.

Compensation

Commensurate with experience.

Benefits

Fully-funded comprehensive health insurance, flexible start-up work environment.

How to Apply

To apply, please submit a resume and responses to the two questions below to apply@ghcorps.org. Please limit your response to each question to 300 words. No cover letter necessary. Please indicate **Global Fellow Recruitment and Communications Associate** in your email subject. All applicants must be eligible or have legal documentation to work in the US.

Q1 – What draws you to the Global Fellow Recruitment and Communications Associate role and why do you think you would thrive in this role?

Q2 – Tell us about a professional experience that you're very proud of. What did you do, and why are you proud of it?

Thank you for applying!