



Malawi Program and Operations Associate

Global Health Corps

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 the 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.

The Candidate

The Global Health Corps is seeking a well-organized, hard-working Program and Operations Associate to support our work in Malawi. The ideal candidate will thrive in an informal, fast-paced, start-up environment and will be excited to support, strengthen and expand the Malawi programming and operations. The ideal candidate will:

- Be an innovator – able to design systems and think outside the box
- Enjoy solving problems
- Be a self-starter
- Enjoy working collaboratively in a team
- Demonstrate excellent attention to detail

The Work

The Program and Operations Associate will report to the Malawi Program Manager. Because the team is small and innovative thinking is valued, there will be significant opportunities to grow. The role includes supporting the range of programmatic and training activities for Malawi fellows and alums, including quarterly retreats, and administrative and logistical support. This is the perfect role for someone who wants to understand how a small nonprofit operates and is excited to dive in and gain experience managing a range of functions. Specific responsibilities include:

- Assist with preparations for fellow workshops and retreats throughout the year
- Assist with alumni planning and coordination of events and activities
- Engage in recruiting and selection process for GHC fellows
- Support the placement organization recruitment, selection and onboarding process
- Support Malawi Program Manager with ongoing partner and fellow requests
- Assist with managing and tracking expenses, and other financial management tasks
- Assist with tracking of various data types in Salesforce, Excel and other programs
- Assist with developing and implementing security measures designed to keep fellows and staff safe from a range of possible risks
- Assist with making arrangements for fellow housing, including establishing relationships with landlords, guards and other service providers as needed
- Support a range of other program and operational activities as needed throughout the year

Skills/Experience

- Great organizational skills and top-notch attention to details
- Experience working in cross-cultural communities
- Ability to communicate and interact professionally with a variety of stakeholders, both in person and written
- Skilled in using Excel
- Tech savviness and interest in new technologies; ability to use Google tools and other online platforms to streamline work
- Passion for global health, social justice and service programs
- Previous experience in nonprofit settings and/ or event and logistics management a plus
- Educated to at least Bachelor's degree level
- Basic bookkeeping or accountancy skills preferred

How to Apply

To apply, please submit resume and cover letter to apply@ghcorps.org. Please indicate Malawi Program and Operations Associate in the email subject. Feel free to submit any other writing or work sample that will help us get to know you better.

Thank you for applying!

-The GHC Team