



# Operations Associate

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 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 passionate young leaders. During their fellowship years, 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 an exceptionally well-organized, hard-working Operations Associate to join our small, entrepreneurial team in winter 2015. The ideal candidate will thrive in an informal, fast-paced, start-up environment and will be excited to design and optimize systems and tools that will help our global team do their work efficiently. The ideal candidate will:

- Be an innovator – able to design systems and think outside the box
- Enjoy solving problems, including in content areas that are entirely unfamiliar
- Enjoy learning and working with software tools and new technologies
- Have exceptional attention to detail, while working rapidly
- Enjoy working with and have significant experience with excel
- Enjoy working collaboratively in a team

## The Work

The Operations Associate will fill a pivotal role in a small, dynamic team that travels a lot. Because the team is small and innovative thinking is valued, there will be many opportunities to grow and experiment. The role combines traditional operational areas such as fiscal management, purchasing, vendor management, and IT, with program-support areas such as coordinating the Fellow recruitment and selection process, liaising with placement organizations, and helping to organize a two-week training for incoming Fellows at Yale University. This role will provide many opportunities to work with a wide network of emerging leaders from around the world and colleagues in many forward-thinking non-profit organizations in the US and Africa. 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. There is significant opportunity for leadership in this role. Specific responsibilities include:

- Coordinating the fellow selection process, including managing and training application reviewers, testing and optimizing the online application system, liaising with partner organizations, and managing communications with applicants
- Managing fellow travel to events, identifying travel deals, and optimizing the travel budget
- Managing and optimizing GHC's M&E tools and systems
- Liaising with partner organizations to process grant payments
- Fiscal record-keeping including daily bookkeeping and budgeting
- Supporting the development team in donation processing, record-keeping, and reporting
- Managing Salesforce contact management system including mass email communication to constituents
- Managing updates to the GHC website via wordpress
- Procurement and vendor management; organization of GHC equipment inventory
- Creation of tools and resources for new Fellow onboarding
- Assisting with preparations for Training Institute
- Supporting financial assessments of potential partner organizations
- Supporting a range of other program and operational tasks as needed throughout the year

## Qualifications

- Minimum 2-3 years work experience
- Strong organizational and time-management skills. Ability to juggle many projects at once.
- Top-notch attention to detail
- Skill with excel and comfort with numerical analysis
- Tech savviness and interest in new technologies; ability to use Google tools and other online platforms to streamline work
- Ability to communicate and interact professionally with a variety of stakeholders including cross-cultural communities
- Strong written and verbal communication skills
- Exceptional reasoning, problem solving and analytical skills, including an ability to translate ideas and concepts into clear actionable items.
- Passion for global health, social justice and service programs

- Previous experience with Salesforce or similar database systems a plus
- Previous experience in previous nonprofit settings a plus
- Previous experience in a small entrepreneurial environment a plus

## How to Apply

To apply, please submit resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate 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