



# Special Assistant to the CEO

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.

## Position Overview

Global Health Corps seeks an exceptionally motivated and highly organized candidate to provide critical support to the Chief Executive Officer of this rapidly scaling high-impact social enterprise. Reporting directly to the CEO, the Special Assistant will work closely with the Global Health Corps global team and Board of Directors on a wide range of fundraising, communications, programmatic and operational projects, ensuring that the organization is able to leverage maximum benefit from the CEO and stay on target with ambitious goals of growth and ongoing learning and improvement. This is a fulltime Associate-level position based in our New York office.

## Responsibilities

- Schedule, plan, note-take, and track follow-up for external and internal meetings of CEO, senior leadership and Board
- Support the Partnership Development team to cultivate, maintain and advance relationships with a range of organizations, institutions and individuals
- Coordinate CEO's internal responsibilities to ensure efficient organizational functioning
- Complete research, analysis and writing tasks related to partnership development, impact evaluation, organizational best practices and other topics
- Facilitate robust Board engagement, effective Board meetings and exceptional Board books
- Manage a variety of strategic special projects

## Qualifications

### Capabilities and Personal Traits:

The ideal candidate recognizes that communication and collaboration are critical engines of a well-run organization—and is excited to be the oil that makes those engines run smoothly at Global Health Corps. This person is a hard-working, detail-oriented team player who thrives when juggling a wide variety of projects, many of which have competing priorities on tight deadlines. S/he is systems-oriented and enjoys managing complex projects that span from travel logistics to data analysis to planning a staff retreat. S/he is an exceptionally clear, precise and confident communicator, with impeccable verbal and written skills. S/he is excited to work in close partnership with the CEO and the organization's senior leaders, but approaches that opportunity with humility, loyalty and a "no job too small" commitment to meeting the needs of colleagues and the CEO. In addition, the ideal candidate:

- Has a Bachelor's degree and two years of relevant work experience; advanced training welcome
- Is proficient in Apple software, Google Apps and Microsoft Office required; Salesforce skills a bonus
- Is detail-oriented, with strong organizational skills and a passion for project management
- Enjoys working with people and on teams; happy to both take direction and manage up
- Has strong interpersonal acumen and ability to anticipate and address supervisor and staff needs
- Brings intellectual curiosity and an ability to think outside of the box to efficiently solve problems
- Has a keen ability to analyze data and draw relevant future lessons
- Is happy to work evenings or weekends when necessary and to travel occasionally
- Is a strong fit with Global Health Corps organizational culture, which is fast-paced with an emphasis on collaboration among our geographically distributed staff
- Brings excellent written and verbal abilities, strength in multi-tasking, goal-setting, and prioritization
- Excels in a deadline-driven, high-pressure, entrepreneurial environment
- Holds the highest standards of loyalty and ethics to safeguard confidential information

## How to Apply

To apply, please submit resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate Special Assistant to the CEO in the email subject. Candidates invited to compete for the position should expect to complete multiple interviews and sample work assignments.