



# US Program Manager

## 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 health organizations in year-long paid positions. During their fellowship year, fellows make a significant and measurable contribution to their placement organization and the people it serves.
- **Train and support the leaders of tomorrow:** Global Health Corps creates a talent pipeline of young leaders for the global health equity movement. Fellows participate in a wide range of activities aimed at increasing their effectiveness as practitioners and their development as leaders, both during and after their fellowship year.
- **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 serves 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

Global Health Corps seeks a passionate and organized leader to serve as its US Program Manager, based in HQ at the New York office. The US Program Manager is responsible for providing dedicated support to our fellows, alumni and partner organizations in the United States, currently spanning the northeast including Newark, NJ; New York, NY; Boston, MA; and Washington, DC. The US Program Manager manages all fellow and alumni programmatic support in the United States, while providing comprehensive program support to the VP of Programs. The US Program Manager will also work closely with the VP of Programs in developing and managing GHC's leadership development curriculum, opportunities for fellow collaboration, and the annual training for all fellows that takes place at Yale University.

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

# Responsibilities

## (1) US Fellow Programming and Support:

- Serve as primary support staff and first line of contact for all US fellows, coordinating with the operations team to ensure that housing, financial, travel, and general fellowship logistics for fellows are taken care of throughout the year.
- Conduct regular check-ins with each US fellow, offering fellows supportive accompaniment through professional and personal development during the fellowship year.
- Organize country-based activities and events for US fellows, including quarterly workshops, a mid-year retreat, and city-based events and opportunities to foster community building and leadership development.
- Assist with recruitment and fellow outreach activities in the United States, serving as a GHC representative at events and coordinating alumni and fellows when needed.
- Assist with fellow selection process and support new fellow onboarding.
- Support completion of fellow responsibilities such as blogging, public engagement activities and attendance at workshops.
- Manage US Program budget.

## (2) US Placement Organization Relationship Management:

- Lead networking and recruiting efforts with potential new placement organizations in the US, including expansion opportunities. Work with the VP of Programs to develop the portfolio of US organizations.
- Collaborate with GHC staff to develop strategic partners in curriculum design, advising, advocacy and general programming.
- Work with new and existing placement organizations to develop fellow position descriptions, coordinate contracts, and ensure they are prepared to onboard and host fellows.
- Communicate with placement organization supervisors / staff contacts regularly during fellowship year, including site visits, formal evaluations, selection process support, etc.

## (3) Alumni Programming:

- Work closely with VP of Programs and Alumni Coordinator to help design and expand alumni activities across the US, particularly in GHC cities, including Boston, New York and Washington DC.
- Identify areas for public engagement, professional development and knowledge sharing that alums can participate in order to build a strong alumni program and raise the profile of young leaders working in global health.
- Coordinate US-based weekend alumni retreat; ensure all programming and logistics are arranged for attending alums.

## (4) Other Programmatic Responsibilities:

- Manage logistics for pre-fellowship 2 week training at Yale University, working closely with the VP of Programs to create a cohesive event structure that supports the program vision; supervise Program Associate and team of interns to fully execute.
- Support other members of the GHC team as needed on operational or programmatic projects throughout the year.

## 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
- Keen analytic, organizational, and problem solving abilities
- Careful attention to detail, with an innovative eye for improving systems
- Entrepreneurial, adaptable, and action-oriented
- Knowledgeable and passionate about global health and international development

### Experience:

- Minimum 5 years work experience
- Demonstrated ability to manage systems and processes
- Experience with event planning and/or program logistics management
- Cross-cultural competency; experience working in another country or in a cross-cultural environment strongly preferred
- Commitment to health and social justice issues and understanding of global health and development landscape
- Comfortable working under frequent, tight timelines and delivering high-quality work products on time
- Demonstrated supervisory experience (interns acceptable)
- Counseling, guidance, mentoring, or leadership development experience preferred
- Experience in training or curriculum development a plus, though not required

## How to Apply

To apply, please submit resume and cover letter to [apply@ghcorps.org](mailto:apply@ghcorps.org). Please indicate US Program Manager in the email subject.