



GlobeMed

Developing 21st Century Leaders for Global Health

Title: 2017 - 2018 Network Engagement Fellow

Reports To: Director of Operational Systems

Location: Evanston, IL (near the campus of Northwestern University)

WHO WE ARE

GlobeMed envisions a world in which every human has the opportunity to live a healthy life. To act on this vision, GlobeMed advances the movement for global health equity by empowering students and communities to work together to improve the health of people living in poverty.

GlobeMed was founded ten years ago by a group of students who sought to challenge the status quo. Frustrated by the global engagement options offered on their campuses, they created a new model to partner with grassroots leaders who are already working to unleash the potential of their own communities. In the past decade GlobeMed students have invested nearly \$3 million in local health initiatives across 19 countries while challenging mainstream perceptions of young people's capabilities.

Today, GlobeMed harnesses the passion and curiosity of university students by engaging them in a transformative learning process to build the confidence, courage and long-term commitment needed to become leaders for health equity. GlobeMed maintains 59 university chapters, each of which partners with one grassroots partner in Africa, Asia and the Americas. These partnerships take learning into the communities around the world to help undergraduate students develop essential skills and perspectives needed to advance the movement for global health equity.

GlobeMed's core programs create a community of peers deeply ensconced in the conversation surrounding health equity and social justice. These programs include:

- **globalhealthU:** Signature global health and leadership curriculum
- **Leadership Institute:** Annual training event for chapter leadership
- **Summit:** Annual network-wide global health conference
- **Grassroots On-Site Work (GROW):** International internship program
- **GROW Institute:** Comprehensive in-person pre-departure training for GROW
- **Partner Forum:** Regional gathering of grassroots partners

Learn more in our [10th Year Impact Report](#).

OUR VALUES

GlobeMed's Global Headquarters team members are committed to building a world where every person has the opportunity to thrive no matter where they are born. We believe that advancing global health equity requires an on-going commitment to anti-oppression, inclusion, racial equity, and social justice. We seek to embody the 21st century leadership practices that inform our organizational programs and culture:

1. **Dig deep:** To cultivate wisdom, we approach ourselves, our communities, and the world with openness and curiosity.
2. **See possibility:** In all people and situations, we see the ability to learn, connect, and contribute to positive change.
3. **Grow together:** We accompany each other, cultivating an inclusive global community that inspires, challenges, and sustains us.
4. **Be brave:** We put mission in front of ego and fear, doing what it takes to make the change the world needs.
5. **Follow through:** We keep our promises and act with the highest levels of integrity and accountability.
6. **Stay authentic:** We let ourselves be known, remaining grounded and humble even as we aim for the boldest vision.

POSITION DESCRIPTION

The **Network Engagement Fellow** will be an integral member of the operations team. The fellow will work with the Director of Operational Systems to support knowledge management, data collection, systems for network-wide collaboration, and other operations functions. S/he will contribute to implementing solutions that increase organizational efficiency and gain and in-depth understanding of the operations that go into running a non-profit.

RESPONSIBILITIES

- **Support the Collection of Network-wide Data (30%)**
 - Maintain quality organizational data, including contact and demographic information, engagement, partnerships, and relationships for a network of more than 6,000 students and alumni.
 - Create reports to better understand our network demographics, member engagement, and member/alumni needs.
 - Manage GlobeMed's network-feedback loop, fielding questions and connecting member to full-time staff members when relevant.
- **Create a Productive & Connected Network (60%)**
 - Utilize GlobeMed's technologies in creative ways to foster an inclusive, engaging environment across the organization and network.
 - Work in collaboration with the Director of Operational Systems and GlobeMed's technology partner to prepare for the launch of a new knowledge support system and network-wide "Collaboratory".
 - Serve as a community manager for GlobeMed's network-wide "Collaboratory," monitoring activity, responding to questions, and making key connections across the network.
- **Strategy & Systems (10%)**
 - Stay up to date on research and best practices around network engagement.
 - Work with Director of Operational Systems to streamline processes and document best practices.

EXPECTATIONS

- Full school year commitment (October 2017 - June 2018)
- Minimum of 12 hours spent at GlobeMed Global Headquarters office per week
- Proficient with Excel and Google Apps (Gmail, Drive, Calendar)
- Self-starting and independent with high attention to detail
- Excellent communication skills, written and verbal
- Commitment to GlobeMed's mission and vision
- Commitment to diversity and inclusion practices

DESIRED QUALIFICATIONS

- Fluency in Spanish
- Experience with Salesforce is a plus
- Goal-oriented, logical thinker, problem solver
- Bold and forward-thinking mentality

BENEFITS

- Engagement in a strong community of passionate change-makers
- Experience with non-profit operations and management

HOW TO APPLY

If you have some or a majority of these skills, please send your resume and cover letter to jobs@globemed.org. Please include "Network Engagement Fellow – Your Full Name" in the subject line. Priority applications will be accepted through August 14, 2017 and regular applications will be accepted through August 25, 2017. Interviews will be offered on a rolling basis until the position is filled. No phone calls, please.

GlobeMed provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, gender, sexual orientation, national origin, age, disability or genetics. As an equal opportunity employer committed to inclusive hiring practices, we encourage applicants of backgrounds and skill sets that are underrepresented in global health.