



GlobeMed

Developing 21st Century Leaders for Global Health

TITLE: Operations Associate

REPORTS TO: Director of Operational Systems

LOCATION: Evanston, IL

WHO WE ARE

GlobeMed envisions a world with health equity, where every person has the opportunity to attain their highest level of health. 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 around the world.

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](#).

VALUES & TEAM CULTURE

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.

HIRING

GlobeMed is seeking an Operations Associate to join the Global Headquarters as an integral member of the operations team. The Operations Associate will work closely with the Director of Operational Systems to improve GlobeMed's technology systems, support program operations, and manage office logistics. S/he will contribute to implementing solutions that increase organizational efficiency and benefit GlobeMed's network of 2,000 students and more than 4,000 alumni.

RESPONSIBILITIES

- **Program Operations (40%)**
 - Provide logistical support for four annual network wide-events, including securing event venues, managing relationships with vendors, running event registration, and coordinating travel and accommodation logistics for speakers and delegates.
 - Manage the process for selecting and disbursing network grants and financial assistance to increase opportunity and access to GlobeMed programs.
 - Manage the process for collecting waivers, health and safety information, and travel schedules for students traveling through GlobeMed's Grassroots On-site Work (GROW) program.
 - Support the creation and management of chapter governance practices and ensure compliance from GlobeMed chapters.

- **Systems Development (30%)**
 - Support the creation, adoption, and documentation of new internal systems to streamline workflows and improve organizational efficiency.
 - Support the collection, analysis, and reporting of data through Salesforce for program and organizational learning.
 - Maintain GlobeMed's data in Salesforce through monthly data duplication management.
 - Serve as a Salesforce "Super User" and champion among the staff.

- **Organizational Operations (20%)**
 - Manage organization's annual renewals, including state and federal filings and health and non-health insurance renewals.
 - Manage chapter-directed finance tracking and support accounting partners in making timely disbursements.
 - Support full-time staff and volunteer hiring through timely correspondence with candidates.
 - Refine and update staff and volunteer orientation materials and handbooks annually.
 - Manage team meeting logistics, including scheduling, agenda-setting, and note-taking.
 - Manage office logistics, including office layout, staff workspaces, and supply orders.
 - Research and book travel and accommodation for staff attending external events.
 - Other responsibilities as assigned.

- **Fundraising Operations (10%)**
 - Manage grant application and reporting timelines in Salesforce.
 - Compile relevant data to assist with grants reports.
 - Assist with prospect research to grow fundraising opportunities.
 - Other responsibilities as assigned.

SKILLS

- **Required**
 - Bachelor's Degree
 - 1+ years of operations and/or event management experience
 - Superior organization and attention to detail
 - Goal-oriented, logical thinker, problem solver
 - Self-starting and independent, with ability to manage multiple ongoing projects and predict organizational needs
 - Excellent communication skills, written and verbal
 - Commitment to GlobeMed's mission and vision
 - Commitment to diversity and inclusion practices
- **Desired**
 - Proficiency in Spanish
 - Experience in GlobeMed as a student or partner
 - Experience with Salesforce or another CRM platform

BENEFITS

- Starting salary: \$40,000-44,000, commensurate with experience
- 89% coverage of medical and dental insurance plus some vision benefits
- Fifteen days paid vacation; four paid floating holidays; and one week paid of winter holiday
- Up to four remote work days per month
- Potential domestic and international travel
- Technology and professional development allowances
- Ventra Benefits Program (pre-tax transit account)
- Fun, learning- and relationship-oriented work culture
- Engagement in a strong community of passionate change-makers
- Office location in beautiful Evanston, bordering Lake Michigan and the city of Chicago.

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 "Operations Associate – Your Full Name" in the subject line.

Priority applications will be accepted through October 4, 2017 and regular applications will be accepted through October 11, 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.