
Program Associate, International Medical Aid (FT, non-exempt) May 2019

Organizational Summary:

Global Links is a medical relief and development organization dedicated to supporting health improvement initiatives in resource-poor communities and promoting environmental stewardship in the US healthcare system. Global Links is an EEOE

Job Summary:

This position's primary responsibility is to collaborate with the Program Manager, project partners, and Global Links staff to plan and implement programs of medical aid. The program manager will provide support to expand and further develop Global Links' on-going programs, including framing health improvement projects for funders and other interested parties. As such, the program associate is part of the International Medical Aid department and reports to the Program Manager.

Duties and Responsibilities:

- Keeping information updated for all active programs & projects (contacts, history, stats, impact, etc)
- Supporting constant communication with partners
- Creating the agenda and logistics for meetings with international health officials, administrators and local partners.
- Keeping the data updated for hospital & project assessments, including photographing and cataloging conditions.
- Helping to elaborate reports and presentations related to the programs
- Cultivating a cultural/historical/political understanding of each country - Research conditions in program countries and regions and be able to discuss knowledgeably.

Medical Aid Delivery

- Working closely with staff to coordinate all aspects of donations to meet the specific needs of each partner
- Finding appropriate recipients for unique surplus materials (data spec sheets prepared by Inventory & Distribution Mgr.)
- Reviewing and finalizing international documents and confirming final delivery to consignee/end-user.
- Working closely with recipients to understand the logistics, infrastructure, staffing and budgetary constraints of their facilities in order to provide the most appropriate medical aid.
- Conducting shipment feedback evaluations and following-up with international partners.

Communications

- Supporting GL marketing and communications initiatives with information as needed.

Other Duties

- Participating in in-service trainings to further staff knowledge base and facilitate understanding of medical product utility, application and needs.
- Other Duties as Needed

Requirements:

- Spanish/English fluency required
- Bachelor's degree required
- 1+ year experience in Latin America strongly desired. Experience in international development preferred.
- Clinical medical or public health experience with an understanding of medical terminology a plus.
- Strong analytical, administrative, organizational, and communication skills, both written and oral.
- Project management experience preferred. Ability to prioritize in a fast-paced environment.
- Proficiency in Microsoft Office 2007, Google Apps suite
- Familiarity with Salesforce desirable
- Ability to work independently and in teams
- Must have current passport /driver's license
- Ability to travel internationally, but work based in USA

Compensation \$17-\$18/hour plus benefits package

To apply, send resume & cover letter to Info@globallinks.org with "Job application" in the subject field