
Program Manager, International & Domestic Medical Aid (FT, non-exempt)
January 2020

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 medical aid team, Executive Director, and project partners to build relationships that improve health, mobility and independence of vulnerable populations. This program manager works with GL staff to plan and prepare projects anchored by medical aid donations. The program manager will provide support to further develop Global Links' on-going programs, including framing health improvement projects for funders and other interested parties. As such, the program manager is part of the Medical Aid department and reports to the Executive Director.

Duties and Responsibilities:

- Maintain records per partner/project to reflect current needs, contact person(s), stats, impact and distribution history
- Work with partners to track and report on program outputs and outcomes
- Help to elaborate reports, presentations and fundraising activities related to the programs
- Research local and national health disparities and be able to discuss knowledgeably, plan strategically and implement prudently with a strong results orientation
- Use research, meetings and site visits to identify gaps in coverage for health supplies and equipment for the un- and underinsured
- Stay up-to-date on public health initiatives and organizations that support vulnerable populations in Southwestern Pennsylvania
- Negotiate costs and terms for medical aid projects with partners

Medical Aid Delivery

- Work closely with staff to coordinate all aspects of donations to meet the specific needs of each partner agency
- Find appropriate recipients for targeted surplus materials
- Review and finalize distribution documents and confirm final delivery to end-user.
- Work closely with recipients to understand the logistics, infrastructure, staffing and budgetary constraints of their facilities in order to provide the most appropriate medical aid.
- Conduct distribution feedback evaluations and following-up with international & domestic partners.

Communications

- Communicate with diverse array of partners to assess needs of their clients/patients, establish means of transport and gather feedback
- Support GL marketing and communications initiatives with information as needed

Other duties as needed**Requirements:**

- Bachelor's Degree with experience in nonprofit management or public health required
- Understanding of medical terminology a plus
- Proven ability to gather, sort and analyze data and information and produce easy to understand reports and graphs
- Strong analytical, administrative, organizational, and communication skills, both written and oral.
- Self-motivated who is challenged by "hands-on" responsibility
- Strong interpersonal skills, able to work well independently or in a team
- Program management experience preferred
- Ability to prioritize in a fast-paced environment
- Experience in human or social services preferred. Familiarity with Latin-American and Caribbean, a plus.
- Proficiency in Google Apps and experience with Salesforce or other database systems
- Strong understanding of Global Links mission and programs
- Ability to lift up to 25 lbs. and willingness to do manual work (lifting boxes, etc)
- Ability to perform other duties as assigned
- Must have current driver's license

Pay rate: \$19/hour

To apply: Send cover letter and resume to info@globallinks.org with "Job Application" in subject line. Applications accepted through January 17.