



Part-time project coordinator
Health Equity Initiative
New York, NY

Job description: This is a temporary contract for a virtual part-time project coordinator. While the position is almost entirely virtual the coordinator will need to be located in NYC or nearby and is likely to be required to be in HEI's office for 3-4 hours per week.

The project coordinator will have the following job responsibilities:

- Provide support for all logistics and writing tasks for a 2017 webinar series (3 webinars) and the 2018 Partnership summit
- Make necessary arrangements in connection with scheduled meetings and events, including conference room or venue scheduling, draft agenda, travel reservations and refreshments as it applies;
- Liaison with HEI's board of directors and member committees for project coordination and administrative tasks as assigned by HEI's Founding President and/or other board members
- Develop and maintain a calendar of all program's related administrative duties and activities; inform relevant HEI team members of upcoming deadlines
- Draft and post announcements on events, news and other topics
- Solicit relevant information from HEI team and members
- Draft memos, reports, press releases, and other communications as assigned
- Post once per week on HEI's social media (Facebook, Twitter, and LinkedIn)
- Develop infographics, flyers, postcards, and other kinds of materials
- Help with data processing, development of tables, charts, PowerPoint Presentations and other documents as well as input of information within online-based tools
- Responsible for ongoing communication with HEI current and perspective members, including handling member requests, monitoring HEI's general phone number, monitoring the membership email, managing HEI membership list-serv, updating all relevant databases with member information, drafting member communications, scheduling monthly calls, calling members for special events/membership renewal, etc.
- Provide support on accounting matters (e.g., tracking receipts, checks, etc.) to HEI's Founding President and Treasurer (as needed)
- Schedule appointments and meetings as needed;
- Set up and maintain complex online files;
- Secure supplies, as needed;
- Proofreading of draft documents as needed
- Provides weekly progress reports to board members;
- Other tasks as assigned

Hours: 24 hours per week from as soon as possible until July 30, 2017. 16 hours per week from August 1, 2017 to April, 30, 2018. There is a possibility that the project coordinator will stay for the entire period for 3 days per week but as this position is partially supported by a grant this option is TBD.

Option 1: February- July 2017 – Monday, Wednesday, and Friday from 9:30 am to 5:30 pm. -August 2017-March 2018: 4 hours per day on Monday, Wednesday, Thursday, and Friday (morning -9:00am – 1:00 pm preferred).



Option 2: Feb.-July 2017 – Monday, Wednesday, Thursday, and Friday from 9:00 am to 3:00 pm .- August 2017-March 2018: 4 hours per day on Monday, Wednesday, Thursday, and Friday (morning -9:00am – 1:00 pm - preferred)

This is a contract-based virtual position with a requirement of 3-4 hours per week in HEI's office in New York City. The position is located in New York City because of frequent meetings with HEI Founding President and other HEI leaders/officers as well as mandatory event attendance. Although the position will support different members of HEI board of directors, the project coordinator will report to HEI's Founding President re: prioritizing weekly/monthly tasks.. **Rate is \$20/hour.**

Requirements:

- Passion for and commitment to Health Equity Initiative's mission
- Previous experience in the public health, healthcare, global health or other related fields (minimum 1-2 years)
- Self-reliance and ability to work independently in a virtual environment/ with professionals from multiple disciplines and sectors.
- Strong problem solving skills, good judgment, initiative, and attention to details. We are looking for a self-motivated individual!
- Ability to multi-task
- Strong writing skills
- Good interpersonal and oral communication skills
- Strong knowledge of Microsoft Word, Excel and PowerPoint, new media, and online-based tools/platforms
- Must be able to effectively track time and resources to prioritize own work assignments
- Must be able to work independently and produce quality work from conception to completion on assigned projects
- Uses judgment/initiative in performing varied duties requiring knowledge and understanding of the organization's program and procedures related to the work of the supervisor
- Graduate students are preferred but other professionals with the right credentials will be considered and are highly encouraged to apply
- We seek a professional who can commit for the entire length of the contract.

Please submit a cover letter, resume, the names and contact information for 3 references, as well as 2 actual letters of references to: careers@healthequityinitiative.org

Incomplete applications will not be considered.

Applications will start to be reviewed on February 7, 2017 until the position is filled.