

ROLE Volunteer Coordinator

TYPE Administrative

HOURS 28 hours per week

LOCATION Charleston, SC, USA

REPORTS TO Director of Mobilization

JOB DESCRIPTION:

OneWorld Health is an international NGO that exists to provide quality, affordable healthcare to people in need. OneWorld Health's vision is to empower communities to achieve long-term improvements in health and quality of life. The organization achieves this goal through the development of facility-based medical projects and volunteer engagement across East Africa and Central America.

The Volunteer Coordinator is responsible for executing the administrative and logistical coordination for an average of 12 volunteer trips to Uganda and Nicaragua per year. The Volunteer Coordinator will serve as the primary support staff for all OneWorld Health Volunteer Mobilization efforts.

THIS JOB WILL GIVE YOU THE OPPORTUNITY TO:

- Support the mobilization of hundreds of volunteers per year
- Engage in regular communication with volunteers
- Manage and maintain volunteer data and fundraising efforts within CRM database
- Coordinate team logistics and arrangements with OneWorld Health Regional Directors
- Coordinate the ordering and packing of all supplies for volunteer trips
- Maintain and develop team-specific documents
- Collect and maintain volunteer medical records in compliance with Ministry of Health requirements
- Support and participate in volunteer recruitment events

THE IDEAL CANDIDATE WILL EMBODY THE FOLLOWING:

- A posture of integrity that values the mission and vision of OneWorld Health
- Proven ability and drive to take initiative and problem solve
- A positive attitude and professional appearance and manner
- Strong organizational skills and an eye for detail
- Capacity to manage multiple projects and prioritize well
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Willingness to adapt as changes arise
- Willingness to learn computer programs quickly and proficiently

TO BE CONSIDERED FOR THIS POSITION YOU MUST HAVE:

- A 4-year bachelor's degree from an accredited college or university
- At least 2 years of previous experience in organizational management, office management, administration or other relevant field
- Preferred experience with Microsoft Office, MailChimp, CRM databases, Litmos, Dropbox and Google Apps

Interested applicants should send cover letters and resumes to jobs@oneworldhealth.com