



MedGlobal

Title:

Administrative Coordinator

About MedGlobal:

MedGlobal is an international medical non-profit organization providing health services to people in need, including refugees and displaced persons, in disaster and underserved regions. The organization is composed of medical and public health volunteers of diverse backgrounds.

Role Description:

We are looking for an individual passionate about schedule management and coordination. This role will have a high profile seat within the organization as it will serve as the main point of contact for the Executive Director and Board President, with some additional support needed on an ad hoc basis for the rest of the board. Primary responsibilities include but are not limited to scheduling, document preparation (agendas, minutes, etc.) and coordinating amongst various stakeholders. This position will be full time, primarily in a virtual work environment, but may eventually need to report to a co-working space to pick up mail and manage other tasks.

Key Responsibilities:

Administrative Support

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Coordinate weekly planning meetings related to key project activities with select staff
- Prepares agendas, minutes, and task lists as appropriate for a busy organization
- Maintains marketing materials, t shirts and other items for distribution to volunteers and staff as needed
- Contributes to team effort by accomplishing related results as needed and supporting projects on an ad hoc basis when assigned by the Executive Director
- Coordinate organization and maintenance of records and documents
- Draft various materials for leadership review as needed: company policies, press releases, email content, official letters
- Assist in planning new / special projects, including but not limited to the following: MedGlobal internal events, student internships, etc.
- Manage executive reports on behalf of the executive team

Qualifications:

- Associates degree or equivalent desired
- 2+ years supporting executive organizational leadership
- Excellent communication skills (both written and oral)
- Must be proficient in G-Suite applications, posting content on Wordpress, creating videos from Zoom to FB live, Slack, Survey Monkey, Mailchimp, WordPress, Doodle; or have a curiosity and desire to self-teach these tools.
- Must have reliable transportation, occasional errands and other local travel may be required to support business
- Must have experience scheduling across time zones, and organizations where a shared calendar system is not used
- Prior experience with non-profits, start ups and fast paced environments a plus!

Compensation and Benefits:

- Compensation: \$32,000
- Chicago based, candidates living near the SW Suburbs (Oak Lawn, Chicago Ridge, Orland Park, for example) is preferred

How to Apply:

In order to be considered, candidates must answer the following questions, when submitting:

1. How many years of experience with Google Suite do you have?
2. How many years of proactive, heavy calendar management do you have?
3. Provide an example of a time when you had to coordinate across multiple stakeholders?
4. Provide an example of when you have had to work in a fast paced environment?
5. What specific strengths make you the ideal candidate for this role?
6. What is your experience working virtually?
7. Please send a cover letter, resume and contact information to careers@medglobal.org with subject line:

Administrative Coordinator Application