



MedGlobal

Title:

Volunteer 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 obsessed with organization, documentation, communication and logistics. The ideal candidate expects to review emails 24/7, responding thoughtfully and with a sense of urgency. Before starting the role, the candidate should be familiarized with current MedGlobal missions. Supplemental training will be provided, however please note a quick study and an eagerness for learning will be critical to the success of this role. For short-term medical missions, MedGlobal Volunteer Coordinator should work closely with mission leader to help include volunteers with specific credentials required for each mission.

Key Responsibilities:

- Work with Mission Lead to decide upon Specialties needs for mission

- Work with Mission Coordinator on recruitment of volunteers
- Recruit Volunteers from MedGlobal Volunteer list
- Screen Volunteers: based on availability, specialties, experience
- Finalize Volunteers for Mission: Finalize list of volunteers for mission with Mission Lead
- Work with Mission Coordinator to send first email to volunteers: Send first email to Volunteers with mission brief + request first round of information required. Passport, CV, Waiver, Emergency
- Contact, media policy
- Create Volunteer folder in appropriate Mission file: Set up appropriate Mission Folders + Volunteer information in each folder
- Finalize orientation packet with Mission Coordinator
- Send Orientation packet to Volunteers
- Coordinate with Mission Coordinator for Logistics
- Schedule call between Volunteers + Missions team
- Send schedule and final communications via email (drive link to follow last-minute changes)
- Set up WhatsApp group for all volunteers + mission leads
- Send email reminders to volunteers to request information/documents needed.

- Keep track of volunteer information/documents needed and request it before deadlines.
- Work with Communications Coordinator to post on social platforms
- Send post mission survey (Rohingya Operation)
- Send pre and post mission surveys: quality improvement, mission debriefing, etc.
- Keep statistics dashboard updated
- Create Certificates of appreciation and send it to field coordinator ahead of time
- Create MedGlobal letters about participation in medical mission if required
- Send invitation letters for volunteers
- Input and update volunteers' flight information
- Do hotel reservation for volunteers
- Attend and take notes at Volunteer Network Committee meeting (first Friday of every month)
- Schedule pre mission and post mission calls
- Send MedGlobal surveys to volunteers pre and post mission
- Send Stress Management strategies to volunteers, pre and post mission

Qualifications:

- Knowledgeable about Medical degrees, to be able to select experienced physicians and nurses based on their academic qualifications.
- Effective communications skills (written and oral)
- Public Health background (not required)
- Excellent organizational skills: experience on managing projects, experience using Google products
- Experience on social media channels:
 - Help volunteers record videos on the ground about their experience volunteering with MedGlobal and upload them on our Social Media folder
 - Request pictures on the ground about their experience volunteering with MedGlobal and upload them on our Social Media folder
 - Request stories from volunteers and upload them on our Social Media folder
 - Work with our social media coordinator to upload Medical Operation's content on our website and social media channels

How to apply:

To apply for this position, please send a cover letter, resume and contact information to careers@medglobal.org with subject line:

Volunteer Coordinator Application