

Missions Coordinator Job Description

Job Title: Missions Coordinator
Job Status: Regular Full-Time, Year-Round, Exempt Employee
Job location: Remote
Start Date: ASAP
Reports to: Program Director

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.

JOB SUMMARY

The Missions Coordinator is responsible for coordinating, consolidating and ensuring smooth implementation of program activities and adherence to logistics, human resource, administration and security procedures. This position is integral to pre-mission planning, mission execution, and post-mission analysis and reporting.

The Missions Coordinator will plan and manage all logistics for missions. The coordinator will be responsible for a range of logistical, analytical, and preparatory projects to ensure the effective execution of programs.

Sustainable Operations and Mission Coordinator

- Manage data collection and subsequent reporting on findings related to:
 - interviewing volunteers and stakeholders;
 - observation of mission activities;
 - facilitation of volunteer reflections; and,
 - review of mission files.
- Oversee daily logistics and manage on-going issues, including but not limited to:
 - making purchases for clinical/educational activities;
 - arranging for volunteer travel and logistics of accommodation;
 - meeting vendors to arrange payments.
- Promote partnerships with other NGOs and represent MedGlobal in the relevant meetings.
- Preparation and implementation of all processes related to missions.
- Procurement of all medical supplies and equipment or any other needed supplies.

- Communicate with local partners, hospitals, and field teams to make necessary arrangements.
- Serve as a key-resource for mission teams and communicate all relevant information.
- Provide follow-ups and updates regarding the missions.
- Collect and maintain all mission relevant documentation.

Volunteers Management

- Work closely with the Volunteer Coordinator to collect and maintain volunteer documents in an organized system for all missions.
- Provide new volunteer orientation for all missions.
- Facilitate the process of entering the country for the planned missions including the documents needed for a visa or any other necessary processes.
- Work with the Volunteer Coordinator to build a positive environment to support volunteers and increase their productivity during the missions

Ground Liaison

- Plan, coordinate and streamline the logistics of volunteers while on all missions.
- Orient volunteer providers to clinic processes on-site.
- Take inventory of supplies brought to the clinic.
- Take inventory at the end of the day for medications and supplies that need restocking.
- Respond to issues surrounding volunteer transport and accommodation.

Mission Support Services

- Work with the Program Director to create processes for implementation and follow-up with the necessary stakeholders.
- Work with the Program Director to develop an annual calendar for all missions, help to inform strategy with relevant data.
- Absorb ad hoc tasks as needed to support day-to-day operations.
- Coordinate with the Program Director to oversee day-to-day progress of activities toward missions' goals and desired programmatic outcomes.
- Contribute to MedGlobal social media presence.

Reporting

- Assist in analysis to identify lessons learned and best practices based on the experience of staff and partners.
- Draft missions' reports and sections of quarterly, annual and final reporting to donors, including follow-up with the team for additional details.
- Create concise and well-written narratives on the results of missions' activities.
- Identify reporting gaps and work with team members to fill.
- Work closely with the Program Director and other members of the supporting team and

provide facts/data/findings within various aspects of monitoring and evaluation of quantitative and qualitative inputs and outputs.

Additional

- Adhere to MedGlobal’s policies and procedures.
- Represent MedGlobal positively and professionally both internally and externally.
- Perform other responsibilities as requested by supervisors.

QUALIFICATIONS

- 2+ years of relevant work experience coordinating medical volunteers
- Previous work experience with nonprofits
- Bachelor’s degree or higher in relevant fields
- Passion for international humanitarian relief

DESIRED SKILLS

- Demonstrated excellent written and communication skills
- Demonstrated success in team and program management
- Strong time management skills
- Ability to manage multiple tasks simultaneously and work under time constraints
- Strong work ethic, results-oriented, and deadline-driven
- Experience managing budgets with strong financial integrity and responsibility.
- Team player, ability to motivate a team to engage in and support local fundraising efforts
- Technically proficient in G-Suite and Slack
- Strong interpersonal skills and experience working with diverse populations and the ability to build and maintain strong and healthy relationships
- Adaptable and flexible to job needs
- Experience working with international service and development projects preferred
- Strong conflict resolution skills
- Experience working with volunteers

HOW TO APPLY

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