



Coordinator, Volunteer Program

Location: New York, NY

We believe in a world in which every human life is valued, and health and human dignity are shared by all.

We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children and their communities. We're ready to make it 100 more.

We believe change starts with her.

We work tirelessly for women's and children's health because they are disproportionately affected by illness and poverty. We know that healthy, educated, and empowered women are better able to raise healthy, educated, and confident children, and that communities depend on their livelihoods. We're making an impact – [learn more](#).

We believe in people.

We strive to live out our core values of **collaboration**, **love**, **excellence** and **respect** every day. We provide our employees with a competitive salary and a meaningful benefits package, with opportunities to learn and grow. We especially encourage all persons of diverse backgrounds to apply. *Read more from our President & CEO below.*

Overview

CMMB's Volunteer Program addresses the critical needs of our Country Offices and local partners for professionals in areas that lack sufficient resources for quality preventive and curative health services, especially for women and children. Our Volunteer Program has placed thousands of practitioners around the world to help develop and implement community health interventions, work at local hospitals and health facilities, conduct clinical training for host country counterparts, and deliver essential medicines and supplies. CMMB's Volunteer Program also facilitates year-round opportunities for students and professionals to serve in our New York City office where they contribute to vital operational and programmatic projects in support of our global programs.

The ultimate goal of CMMB's Volunteer Program is to support our country teams and local healthcare workers by sending volunteers that are dedicated to strengthening local health systems and supporting a pattern of sustainable development. Our Volunteer Program Team is dedicated to volunteers and ensuring successful and collaborative volunteer experiences for all stakeholders. Our team engages with industry best practices for volunteers and aims to connect all volunteers to the global volunteerism movement. We have six different programmatic areas in the volunteer program and facilitate meaningful volunteer placements for over 600 volunteers a year.

As our Coordinator on the Volunteer Program, you will work side by side with the Volunteer Program Team to identify talent, align volunteer supply and demand needs, and help with the implementation of a full cycle volunteer program in line with the volunteer program strategy. You will have a critical administrative support role, engaging in operations, communications and programmatic projects to help establish needs, process candidates, facilitate pre-departure preparations, implement onboarding processes, and contribute to the creation of alumni CMMB Volunteers network. You will also assist the Senior Volunteer Program Specialists in program development and help build the infrastructure, systems and processes for the scaling up of the volunteer program through strategic partnerships.

Responsibilities

- Works collaboratively with Senior Volunteer Program Specialists to coordinate the end-to-end operations for international volunteer placements, from application, screening and vetting, to onboarding and deployment, including the coordination of visas, expenses and travel arrangements.



- Assist in volunteer sourcing, outreach and recruitment including planning, updating job descriptions, posting opportunities online, tracking sourcing channels
- Manage and respond to all general volunteer related inquiries and represent CMMB Volunteer program in career fairs and partner meetings, as needed.
- Support on coordination of mission trips, residency program, university programs and related activities
- In coordination with HR and compliance teams, and informed by industry best practices, help improve operational and compliance practices around placement, compensation, travel, and registration of volunteers
- Help with ongoing volunteer communication and engagement, including the implementation of the volunteer alumni strategy and program evaluation
- Assist with volunteer data collection, entry and clean-up and transition to new Constituent Relationship Management (CRM) system
- Assist with training and overseeing the work of NYC based Volunteer Program interns
- Everything else that it takes to live out our mission and keep a good sense of humor.

Qualifications

You have at least 1-2 years of professional experience, preferably with an international nonprofit and/or as volunteer coordinator. You have a Bachelor's degree in public health, international development, political science, humanitarian affairs, nonprofit management, organizational development, project management, or related field. You are familiar with the field of global health/international development, have strong project management skills and are known for your attention to detail. You have basic awareness of health program development and design, implementation, monitoring & evaluation and program coordination/support.

A problem solver who is able to identify needs and develop sustainable solution, you work well in a collaborative and fast-paced environment and are driven by our values and mission. You count with excellent interpersonal skills and proficiency in English (oral and written; French and Spanish a plus). You have experience working in an office setting and can utilize technology (Microsoft Office etc.) and resources in a professional capacity.

You believe in CMMB, where we're going, and what we can do together to achieve **Healthier Lives Worldwide**.

How to apply

Visit our [careers page](#) for more information, and [click here to apply](#).

A message from Bruce Wilkinson, our President and CEO

As president of CMMB, I would like to thank you for your interest in joining with us on our journey to bring healthier lives to women, children and their families worldwide. CMMB has embarked on our second century of service to the most marginalized. Our vision of a world in which every human life is valued, and health and human dignity are shared by all is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work, and are so pleased you are considering CMMB as your potential employer.

The position of Coordinator for the Volunteer Program is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.

Cheers,
Bruce