



# Specialist, 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 local healthcare partners and Country Offices 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 partners 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. The Volunteer Program includes seven different programmatic areas and facilitates meaningful volunteer placements for over 600 volunteers a year, through the development of strategic alliances with our valued institutional partners and supporters.

As Specialist, Volunteer Program, you will work side by side with the Volunteer Program Coordinator and under the supervision of the Volunteer Program Manager on implementation of all volunteer program areas. You will work with existing partners (universities, volunteer organizations, corporations and Catholic health systems), identify new strategic partners to source volunteer talent based on identified demand, and help with the professionalization of the volunteer program's partner relationships in line with the volunteer program strategy. You will have a critical role, engaging university and Catholic partners on through outreach, relationship building, communications and events. Duties will include sourcing volunteers, processing candidates, implementing onboarding processes, and strengthening institutional partnership in the United States and abroad. You will also assist the Volunteer Program



Manager in program development and help build the infrastructure, systems and processes for the scaling up of the volunteer program through strategic partnerships.

### Responsibilities

- Oversee the end-to-end sourcing for international and domestic volunteer placements, including developing the sourcing strategy, planning, updating job descriptions, posting opportunities online and tracking sourcing channels performance.
- Lead the development of outreach and volunteer recruitment opportunities with assigned groups, in alignment with Volunteer Program sourcing strategy
- Manage and respond to volunteer related inquiries from potential partners and represent CMMB Volunteer program in career fairs and partner meetings
- Support partner and program specific sourcing for mission trips, university programs and related programs
- Participate in ongoing volunteer communication and engagement for partners and outreach, including the implementation of the volunteer partner strategy and alumni/ambassadors' strategy
- Help to continuously improve volunteer sourcing and support services, in coordination with HR and compliance teams, and informed by industry best practices
- Coordinate with partner-related data collection, onboarding, relationship building and transition to new Constituent Relations Management (CRM) system
- Manage the relationship with Affiliate groups, research-based university partners and clinical mentors
- Contribute to fundraising campaigns and grant writing for the volunteer program
- Participate in sourcing of NYC-based Volunteer Program interns
- Other relevant duties as assigned

### Qualifications

- 3-5 years of professional experience, preferably in the area of development and/or with an international nonprofit.
- Strong project management
- Previous experience in relationship management and/or recruitment
- Excellent interpersonal skills and strong ability for building and maintaining productive working relationships with diverse partners and stakeholders
- Good written and verbal communication skills and ability to represent the organization in external forums.
- Basic awareness of health program development and health systems strengthening (desired).
- Bachelor's degree required (public health, international development, political science, humanitarian affairs, nonprofit management, organizational development, project management, or related field). Master's degree preferred.
- Self-starter, results-oriented and work well in a collaborative, fast-paced environment
- Driven by our values and mission and comfortable working for a faith-based organization.

### 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 Specialist 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