



Specialist, Volunteer Program

Location: New York, NY

Travel: 10% or less

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 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.

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 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 four different programmatic areas and facilitates meaningful volunteer placements for over 100 volunteers a year, through the development of strategic alliances with our valued institutional partners and supporters.

As Specialist, Volunteer Program, you will work under the supervision of the Volunteer Program Manager on the implementation of all volunteer program areas. You will 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 role as the face of the program processing applications and screening candidates while liaising with current partners and sourcing volunteer talent based on identified demand. Duties will include sourcing volunteers, processing candidates, onboarding and managing volunteers, 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 growth of an impactful volunteer program.



Responsibilities

- Works collaboratively with Volunteer Program Manager to coordinate the end-to-end operations for volunteer placements, from application, screening, and vetting, to onboarding and deployment, including the coordination of visas, licensing in country, and the oversight of volunteers while in service and reentry processes.
- Lead NYC-based programs by assessing demand for NYC interns and skilled volunteers and liaising with New York office supervisors, as needed, to achieve program goals.
- Manage and responds to all volunteer related inquiries providing relevant program information timely and carrying candidates and stakeholders forward through the constituent journey to build beneficial partner relationships and a solid base of applicants to the program.
- Coordinate the end-to-end of sourcing and screening for international and domestic volunteer placements, including implementing the sourcing strategy, updating descriptions and tracking sourcing channels performance; in addition to conducting first interviews and leading the screening process of candidates.
- Assist the development of outreach and volunteer recruitment opportunities with assigned groups, in alignment with Volunteer Program sourcing strategy.
- Assist with ongoing volunteer communication and engagement for partners and outreach, including the implementation of the volunteer partner strategy and alumni/ambassadors' strategy and representing CMMB Volunteer program in career fairs and partner meetings
- Continuously help improve volunteer sourcing and support services, in coordination with HR and compliance teams, and informed by industry best practices
- Oversees ongoing program evaluation including monthly and quarterly financial reporting and all monitoring, evaluation, and learning activities.
- Coordinate data collection, onboarding, relationship building and transition to new Constituent Relations Management (CRM) system
- In coordination with HR, finance, country offices teams, and compliance teams, and informed by industry best practices, help improve operational and compliance practices around placement, compensation, travel, and registration of volunteers
- Coordinate the monthly provision of all volunteer benefits such as stipends, transport allowances and insurance reimbursements
- *Note:* These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

Qualifications

- 3-5 years of professional experience, preferably in development and/or with an international nonprofit
- Strong project management and results-orientation
- 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 (French and Spanish desired)
- 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 and able to work with minimum levels of supervision
- Work well in a collaborative, fast-paced environment
- Driven by our values and mission and comfortable working for a faith-based organization.
- Must be comfortable working for a faith-based organization.
- Must be authorized to work in the United States
- Must be able to provide proof of COVID-19 Vaccination

Behavioral Competencies

Demonstrate CMMB's core values in action

- **Collaboration:** To work in partnership for locally sustainable solutions
- **Love:** To embrace and be compassionate towards all people
- **Excellence:** To deliver sustainable, quality, and impactful results
- **Respect:** To act always with integrity, and to value and honor the dignity of all

How to apply

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