

HIMALAYAN CATARACT PROJECT

TITLE: Program Coordinator
REPORTS TO: Chief of Program Administration
LOCATION: Waterbury, Vermont

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout Asia and Sub-Saharan Africa. Annually, working with local partners, HCP serves more than 1 million people through screening and treatment, provides over 100,000 sight-restoring surgeries and hundreds of training opportunities for eye care personnel. With an annual budget of \$12.5 million, HCP has offices in Vermont and in the Washington, DC metro area. Learn more at www.cureblindness.org

This is an exciting time for the Himalayan Cataract Project. With increased exposure and visibility (MacArthur Foundation *100&Change* Semi-Finalist and April 2017 *60 Minutes* feature), we are expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

The Program Coordinator will backstop the Program Administration team on logistics, data collection, systems development and project management. The ideal candidate will have knowledge and experience in international development and share HCP's zeal for supporting local implementing partners to cure needless blindness with the highest quality care at the lowest cost. The position requires organization, attention to detail, thinking in systems and a focus on finding and building efficiencies.

ESSENTIAL JOB FUNCTIONS:

Program Administration

- Assist Program Manager with budget and expense reports from implementing partners.
- Data entry and quality control of shared program files and online Program Administration management system.
- Support meetings, assisting with scheduling, preparation, minutes and requisite follow-up.
- Coordinate travel logistics.
- Keep a finger on the pulse of relevant literature, articles, events, conferences, and trending news related to HCP's projects, countries, and industry space.
- Develop content for the website, annual report, social media, email newsletters, and other materials on an as needed basis.
- Work closely with HCP's development, communications, and operations teams to ensure strong internal coordination on HCP programs.

Cataract Surgical Interventions

- Improve systems for screening volunteer inquiries and unsolicited requests.
- Ensure volunteer applicants receive timely and accurate communication from HCP.
- Coordinate visa applications and medical licensing for medical volunteers.
- Provide logistics support for clinical volunteers in coordination with local partners, in concert with Training Manager.

HCP Training Program

- Organize training opportunities for ophthalmic personnel.
- Oversee trainee application process for training programs and visas.
- Provide logistical support for planning of training opportunities (communicate with in-country partners, conference registration, book flights and accommodations, etc).
- Assist with training program budgets and payments.

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

The Program Coordinator will be mission-driven, team-oriented, and have a can-do approach in supporting the growth of an innovative non-profit organization in a variety of ways. Candidates should possess excellent analytical skills, the ability to write clearly and consistently for a myriad of audiences, excellent time management and interpersonal skills.

- Bachelor's Degree in relevant field
- At least 1-2 years professional and relevant work experience
- Proficient in Microsoft Office suite, Google suite, and ability to learn new technologies and software quickly, including SmartSmeet
- Highly organized, efficient and self-directed work style
- Ability to successfully build effective relationships with colleagues at all levels

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in low to middle income countries with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org