

PROGRAM COORDINATOR

Sabin Vaccine Institute, a nonprofit health organization, is seeking a program coordinator for their Vaccine Advocacy Program. We conduct vaccine advocacy, research and development, and campaign globally so that the world's poorest people have access to low-cost, safe vaccines and drug treatments.

This full-time position is responsible for writing, editing and providing support for programs, publications and website content as well as special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide support for major events, including symposiums, and meetings.
- Provide administrative support for vaccine advocacy program.
- Develop program newsletter and electronic news bulletins.
- Provide writing, editing and management support for press releases, other publications and website content.
- Assist with all department materials as needed.
- Coordinate projects with contractors for the development and production of communications materials, including program newsletter, publications, website and marketing initiatives.
- Provide general support for programs, events and activities.
- Other duties as needed.

QUALIFICATIONS:

This position requires strong written and verbal communications and computer skills. Experience using graphics programs such as Illustrator and Photoshop as well as a working knowledge of database management tools are preferable. Ability to effectively work under tight deadlines and manage projects independently.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree from a four-year college or university required with a preferred concentration in public health or communications. Minimum two years related experience and/or training; or equivalent combination of education and experience. Previous experience working in a nonprofit or association preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Effective verbal and written communication skills.
- Proficiency in Spanish a plus.
- Organizing and coordinating skills; ability to plan, develop and coordinate multiple projects.
- Word processing/spreadsheet and/or data entry skills, and/or presentation software, specifically Word, Excel, Access and PowerPoint.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies.
- Ability to make administrative and procedural decisions and judgments on sensitive issues.
- Ability to analyze and solve problems.
- Ability to use independent judgment, analyze and solve problems and impart information.
- Ability to gather data, compile information and prepare reports.

TO APPLY

No phone calls, please. Salary commensurate with qualifications and experience. Position will remain open until filled. To be considered, please submit a resume, cover letter and two writing samples to: Ana Carvalho - ana.carvalho@sabin.org

Sabin Vaccine Institute is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.