

HEAL Initiative, University of California, San Francisco
One-Year Program Coordinator Part-time Role
July 1, 2019 – June 30, 2020, with option to renew or extend

The role

The UCSF HEAL Initiative exists to train, transform, and build a community of front line health professionals committed to working with underserved communities for their lifetimes. The HEAL initiative is the largest and most diverse global health fellowship in the US – with a community of over 100 fellows and alumni from 18 sites across 8 countries.

Take a few minutes to read about HEAL on our [website](#). You will fit our team and this role if you are very passionate about social justice, hungry to be part of an early stage organization and contribute actively to a work community, and thrilled to work on small projects that you may not necessarily see the results of but that do nurture big changes over time. Past people in this role have found it an invaluable opportunity to work with and be mentored by a small, passionate, and experienced team of global health professionals, as well as to meet frontline health workers working towards health equity from around the world.

Scope:

- **Supporting HEAL communications:**
 - Creating newsletters, graphics, and other communications
 - Participate in creating an overall communication plan for the year
 - Creating, planning, and posting social media content
- **Co-coordinating site exchanges** – trips for HEAL site fellows between sites serving underserved populations internationally and domestically, including:
 - Booking flights and supporting fellow visa applications
 - Coordinating with host sites on logistics
 - Follow up on post-exchange deliverables
- **General HEAL program support:**
 - Supporting operations and systems
 - Other needs as they arise

A successful person in this role will have:

- Passion for health equity/social justice
- Interest and some background knowledge/experience in global health, social medicine, or working with marginalized people
- Competency in Microsoft Word, Excel, PowerPoint; Adobe Illustrator and PhotoShop.
- Excellent communication skills, strong time management and ability to manage multiple deadlines; practiced in working in teams & independently
- Ideally: some exposure to Wordpress (websites)

Schedule and Percentage Time:

- This is a 16hrs/week role (40% variable FTE)
 - 2 full days (approx. 9am – 5pm) Tuesday and Thursday in the office with HEAL team

HEAL believes in creating a diverse community, and strongly encourages women, underrepresented minorities including indigenous people, Oakland natives, and first generation students to apply.

