

Senior Program Officer

Grounds for Health, a Vermont-based, international women's health organization, seeks women's health care professional to oversee cervical cancer programs in Africa and Latin America. Must have Spanish language skills, management and international experience. Position includes program leadership, project supervision and administrative duties. Join our dynamic team and our partners in the specialty coffee industry in this exciting, leading edge program. Salary DOE. 25% travel.

Position open until filled. Please send letter and resume to:

info@groundsforhealth.org.

Senior Program Officer - Job Description

The Senior Program Officer will work with the Executive Director to create and manage Grounds for Health's programs in alignment with the Grounds for Health mission. The Senior Program officer will be responsible for oversight of Grounds for Health's cervical cancer prevention efforts and will serve as program coordinator across all program sites. The Senior Program Officer will report to the Executive Director.

Overall responsibilities include:

- Oversee all aspects of GFH program work in all sites
- Coordinate programs between sites assuring consistency of approach and quality
- Oversee annual program planning and new site development
- Provide clinical expertise throughout program planning, development and execution
- With GFH team, develop and execute annual program strategic plan
- Oversee the development of curriculum and program materials as needed
- Assure timely reporting of program results from all program sites
- Tell GFH's story in materials and other media
- Support GFH communications and development staff in executing their responsibilities
- Assume management responsibilities for assigned sites and partnership relationships
- Support the organization's strategic global health alliances

Responsibilities for management of specific Grounds for Health in-country programs include:

- Supervision of in-country staff and interns
- In consultation with the Executive Director, define job responsibilities for junior staff members and support them in carrying out those responsibilities
- Assure highest quality in volunteer recruitment and selection
- Remain current in all clinical matters relating to GFH's mission and, in consultation with the Executive Director, adapt and apply new info as needed
- Provide leadership and facilitation in training campaigns
- Maintain quality and assure safety and security in all aspects of our program
- Assist with design and implementation of program evaluation strategies

- Monitor effectiveness of program and, in consultation with the Executive Director, make adjustments as needed

Responsibility to represent GFH along with or instead of the Executive Director as needed in the following situations:

- Media
- Conferences and global meetings
- Ministry of Health meetings
- Coffee co-operative and other partner meetings

Writing and reporting responsibilities include:

- Program narrative for Annual Report
- Trip reports
- Grant content and reports as requested by Development Director
- Grounds for Health program materials and documents
- Communications, agreements etc. with our organizational partners

Qualifications:

- Demonstrated clinical expertise and significant senior-level experience with global health and development
- RN, NP, PA or MD with clinical experience in women's health
- Prior experience working in a developing country
- Project management experience
- Experience with work planning and budgeting
- Strong organizational and analytic skills
- Capacity to work independently and take initiative on one's own
- Ability to manage multiple tasks within tight deadlines and prioritize effectively, while delivering high quality work
- Excellent written and verbal English & Spanish language skills
- Strong interpersonal and presentation skills
- Extensive experience with training and curriculum
- Ability to work well in team situations
- Must be willing and able to travel at least 1/4 time
- Job located in Vermont (*Moving stipend available*).

For more information on this exciting program, visit our website at www.groundsforhealth.org

Position open until filled. Please send cover letter and resume to: info@groundsforhealth.org.

Katherine Parcell
Operations Manager

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