



Operations Coordinator, Full-Time

Engineering World Health (www.ewh.org) is a small non-profit whose mission is to inspire, educate, and empower the biomedical engineering community to improve healthcare delivery in low-income countries. EWH is currently seeking an experienced non-profit professional to fill the role of Operations Coordinator.

Position Description

Overview: The Operations Coordinator will perform administrative duties critical to the general operations of EWH, to include the management and sales of EWH's Kits (<https://ewh.org/kits/kits-overview/>). The Operations Coordinator will also oversee the continuation and further development of the EWH Chapters program (<https://ewh.org/chapters/overview-locations/>).

The Operations Coordinator works as part of a small team of professionals including both administrative and engineering staff, as well as the Board of Directors, in order to implement EWH's programs and achieve EWH's goals of bringing engineering education to students around the world.

Reports to: CEO

Job Duties and Responsibilities:

- Kits-related Duties:
 - Manage Kits Sales, including:
 - Order new Kit materials
 - Fulfill Kit orders
 - Maintain Kit Inventory
 - Maintain assembly instructions and other associated materials
 - Reach out to past purchasers for repeat orders
 - Recruit classrooms for the Kits for Classrooms program and fulfill orders
- Chapters-related Duties:
 - Manage Chapters program, including:
 - Keep records of active Chapters, payments, exec board; update website Chapter list and map
 - Ensure existing renewals and recruitment of new chapters to meet Tactical Goals
 - Develop new materials for Chapter engagement
 - Encourage SI involvement and Kit purchases
 - Communicate with Chapters through newsletters, meetings and info sessions
 - Oversee Design Competition judging process
- Administrative Duties:
 - Ensure responses are sent to emails coming into general inboxes
 - Assist with Board reports
 - Manage conference and event registrations and other related logistics

- o Assist the CEO in administrative tasks as needed
- o Coordinate logistics of meeting deadlines, calendars, various emails for EWH, etc.
- o Participate in expanding EWH technology development initiatives: Kits for the Classroom, Design Competition, BMET Library, Virtual Programing, and other in-country initiatives
- o Update Institute curriculum with new information, training methods, and laboratory exercises.
- o Manage office supplies and space.
- o Process mail and checks.
- o Assist with reports and data for the board of directors.
- o Collaborate with EWH team and contractors on the development of new education products and corresponding curriculum.
- o Other duties as necessary

Required Qualifications:

- Ability to work independently
- Bachelor’s degree from an accredited university or related experience
- Excellent written and verbal communication skills
- Strong Microsoft Office Suite and Google Workspace skills
- Exquisite attention to detail

Preferred Qualifications:

- 1-3 years of non-profit experience or equivalent
- Strong organizational skills
- Professional experience managing records and inventory
- Interest in global health & international development

Additional Information:

This is a full-time, salaried position with an expected salary range of \$40-50,000 based on experience. Healthcare and dental insurance included, option to participate in a retirement plan but there is no employer matching.. The Operations Coordinator must be located in proximity to Durham, NC, where the EWH office is located. Schedule is flexible, with an anticipated start date in December 2021-January 2022.

To apply, please email your resume and cover letter to social@ewh.org. Please use the subject line “Application for Operations Coordinator.”

Engineering World Health has a commitment to diversity in its leadership, staff, and partners. It is actively seeking a diverse pool of candidates in this search, including but not limited to age, race, ethnicity, class, national origin, sexual orientation, gender identity, disability, and religion.