



Institutes Project Manager, 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 Institutes Coordinator.

Position Description

Overview: The Institutes Project Manager works closely with the President/CEO, Senior Projects Manager, and other staff to provide administrative support for EWH as well as technical knowledge and support for student programs. The [EWH Institutes](#) train university students around the world in biomedical equipment maintenance and repair, and then place students in low-resource hospitals to act as volunteer biomedical technicians. An ideal candidate will provide logistical support for EWH's virtual programming and other initiatives until conditions allow for international travel, at which point they will help facilitate in-person institutes, as well as be able to serve as an On-the-Ground Coordinator (OTGC) for the programs abroad.

Reports to: CEO

Job Duties and Responsibilities:

- Institute-related Duties:
 - Assist with student recruitment to in-person institutes
 - Assist with program development and promotion, including outreach to alumni, Chapter members, and advisors, and scheduling info sessions and classroom visits when applicable
 - Manage Institute application, including using Regpack to update, track, and review applications to the Institute programs or Google forms to track applications to the Virtual programs
 - Oversee applicant interviews
 - Distribute acceptances and other communications through Regpack and Google
 - Create and maintain record of Institute participants
 - Track and record Institute payments and outstanding balances
 - Notify Institute participants of needed payments
 - Prepare information packets for students, including the Welcome Packets and Go Packets
 - Distribute student information (flights, health forms, pre-departure orientation answers) to appropriate locations for On-the-Ground Coordinators' use
 - Oversee financial aid review and notify applicants of awards
 - Prepare staff on-call calendar and Dropbox with relevant materials
 - Oversee student reimbursements post-programs
- During the Institutes (as permitted by COVID-19 conditions):

- Serve as a back-up On-the-Ground Coordinator for EWH Institutes. This will require training as an OTGC and serving in one of the EWH Institutes during the first year of employment. OTGC duties include:
 - Arrive in-country one to two weeks before the start of the program; finalize hospital/clinic partnerships; supervise language and technical trainings; find and/or finalize homestays; serve as advisor/supervisor of students throughout; speak with relevant hospital administrators and government personnel; and maintain communication with and deliver status updates to EWH staff in the U.S.
- Virtual Program Duties:
 - Assist with student recruitment into virtual programs
 - Assist with student applications and admissions
 - Manage student access to Google Classrooms and course materials
 - Assist in updating curriculum with new materials and exercises
 - Oversee collection of participant feedback
 - Assist with reports and data for the board of directors

Required Qualifications:

- Ability to work independently
- Bachelor's degree from an accredited university or related experience (biomedical, mechanical, or electrical engineering skills preferred; business, education, administration, public health skills are relevant)
- Excellent written and verbal communication skills
- Strong Microsoft Office Suite and Google Workspace skills
- Experience in and/or enthusiasm for living or working in low- & middle-income countries (25% travel position)
- Experience in medical equipment repair or low-resource medical settings preferred
- Ability to coordinate a 4-week lab course in electronic circuits and medical equipment repair, insight into content is preferred
- Previous EWH OTGC or Institute participants, or applicants with international service experience, are encouraged to apply

Preferred Qualifications:

- Willingness to travel to and work in low-resource areas
- Well-organized self-starter
- Able to work with an international team
- Able to work independently and proactively
- Able to juggle multiple tasks simultaneously
- Resourceful and able to think critically
- Flexible and able to change tasks and priorities as necessary
- Honest, trustworthy, and ethical
- A team player with good interpersonal skills in a small office setting

Additional Information:

This is a full-time, salaried position with an expected salary range of \$45-55,000 based on experience and anticipated start date in November 2021. Schedule and work location are flexible. While the EWH office is located in Durham, NC, this is a telework position with healthcare and dental insurance included, option to participate in a retirement plan but there is no employer matching.

To apply, please email your resume and cover letter to info@ewh.org. Please use the subject line “Application for Institutes Project Manager”

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.