



**Children Without Worms (CWW)
Program Associate (EU & TFGH)**

Job Class Code: XA66
FLSA Status: Exempt
Pay Grade: 230

EEO Code: Professional Non-Faculty

Effective Date: April 2017

Reports to: CWW Deputy Director
Direct Reports: N/A

***This is an Exempt position. Employees in this position are paid a salary on a monthly basis and are not eligible to receive overtime pay.**

POSITION DESCRIPTION: Primary duty is organizing, coordinating, and planning operational facets of a global program and its related activities which include, but are not limited to the following: researching factors that may impact the success of the program, and working with individuals or groups to research and document program requirements in order to provide appropriate input. Monitors and reports progress of objectives and goals of the program. Develops promotional materials/venues, manages relational databases, and establishes/forecasts budget requirements. Develops work plans to accomplish objectives and monitors progress toward their achievement. Monitors expenditures and may prepare financial reports; may assist in identifying financial resources and developing fund-raising strategies and initiatives. Prepares operational and statistical reports to assist in effective decision-making. Conducts training, represents the program at international meetings and conferences, and networks with affiliated groups. May write or develop reports, speeches, briefings, newsletters, promotional materials, grants or other written materials related to the program. Conducts research and gathers accurate information to develop various publications. May plan, administer, or monitor the program's budget or related grants. May assist in developing and coordinating program-related conferences, conventions, or meetings. May supervise staff. Performs related responsibilities as required. This is not an administrative support position.

BACKGROUND: The Task Force for Global Health is an Emory University affiliate located in Decatur, GA. Its eight programs focus on building durable public health systems that serve all people. Focus areas include neglected tropical diseases, vaccines, and health systems strengthening. The Task Force received the 2016 Conrad N. Hilton Humanitarian Prize—the world's largest award of its kind—in recognition of its extraordinary contributions to alleviating human suffering.

BACKGROUND: Children Without Worms (CWW) is an international non-governmental public health program of the Task Force for Global Health (TFGH). CWW supports global efforts to control soil-transmitted helminthiasis (STH) in people at high-risk of infection. One key program role is serving as secretariat of the STH Advisory Committee, a group of independent experts which provides technical advice and guidance to STH stakeholders including the World Health Organization, pharma, researchers, and implementation organizations.

PRIMARY RESPONSIBILITIES: The Program Associate ensures timely and effective support to CWW and the STH Advisory Committee. Specific duties include, but are not limited to, the following:

STH Advisory Committee

- 1) Assist in developing and populating the Neglected Tropical Diseases (NTD) Partners Map.
- 2) Provide operational and management support to the STH Advisory Committee.
- 3) Facilitate the logistics, communications (i.e. liaising with participants), meetings, and work of the monitoring & evaluation and operational research subcommittees of the STH Advisory Committee
- 4) Facilitate logistics, communications, and meetings of the STH Advisory Committee to develop annual global STH control milestones for the London Declaration “scorecard” and track progress toward said milestones.
- 5) Conduct basic “desk” research for special projects and publications in support of STH Advisory Committee and CWW priorities.

Operations

- 6) Support the design, implementation and maintenance of CWW’s website. Manage day-to-day website maintenance and updating.
- 7) Compiles CWW’s Quarterly Dose e-newsletter. With the appropriate supervisor, edits articles and content; manages the newsletter’s contact database.
- 8) Conducts monthly CWW communications analysis to identify effectiveness of related program activities and identify areas for improvement.
- 9) Develop and maintain a database of STH Coalition members and their respective focus areas.
- 10) Provide support for CWW-supported domestic and international conferences or meetings.
- 11) Manage and update CWW vendor/contractor database.
- 12) Provide administrative support to CWW Director and Deputy Director.
- 13) Help ensure adherence to established finance, operational, administrative standard operating procedures.
- 14) Manage staff and contractor travel bookings including liaising with travel vendors ensuring all staff travels is as cost-effective as possible.
- 15) Manage and execute approved requests for supplies and equipment made by CWW staff members.
- 16) Liaise with TFGH information technology staff to address related issues experienced by CWW staff members.

- 17) As needed, suggest to the Deputy Director methods for improving CWW operational and administrative procedures.
- 18) Strictly maintain the confidentiality of all financial and contractual information.
- 19) Perform others duties as required and/or assigned by the direct supervisor or Director – CWW.
- 20) Participate fully as a member of the Task Force for Global Health by contributing, assisting and participating in projects, activities, and initiatives as requested by management.

TRAVEL: 10% - 15% international and domestic travel

MINIMUM QUALIFICATIONS: Bachelor's degree in a field related to the program and two years of related experience or an equivalent combination of education, training and experience.

PREFERRED QUALIFICATIONS:

- Master's degree in public health, public administration, or related field.
- Two or more years of public health work experience.
- At least three years progressive experience in administrative and operational support.
- Excellent interpersonal communication skills, especially within cross-cultural settings.
- Demonstrated ability to multi-task, manage projects, and work independently.
- Excellent command of the English language, both verbal and written.
- Proficiency in MS Office programs.

All qualified candidates must apply through the Emory University career website

www.hr.emory.edu/careers

Requisition #72880BR

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: The Task Force for Global Health is dedicated to providing equal opportunities to all individuals regardless of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.