

## **Program Coordinator Job Description**

### **About ReSurge International**

ReSurge International is a global non-profit organization that is scaling up access to reconstructive surgical care in low-income countries by training and supporting the next generation of reconstructive surgeons across Africa, Asia, and Latin America. ReSurge International pairs 50 years of experience with an innovative empowerment model that is creating a ripple effect of impact across economies, communities, and human lives. ReSurge is at an exciting inflection point of growth and impact and we are eager to build a team of passionate and mission-driven individuals who can join us in achieving our goals.

### **Position Summary**

Are you interested in joining a dynamic, and growing global health organization? Are you yearning to gain global health experience? ReSurge International is seeking a driven Program Coordinator to work in close coordination with the Programs team and international staff to plan, schedule, and book all travel, meetings, and lectures. Your organizational and logistics assistance will contribute to our impact across the 19 countries where ReSurge works to bring reconstructive surgical care to those in the greatest need.

In this position, you will work hand-in-hand with the Programs team to plan surgical team training trips and perform other functions described below. This position also includes some office support. There is an opportunity for international travel.

We are looking for someone with a strong work ethic, who enjoys detailed logistics, is flexible, has a good sense of humor, enjoys interaction with colleagues, and who likes to work independently as well as collaboratively. Strong communication skills, both verbal and written, are essential. You must be extremely detail-oriented. Ideal candidates would have experience working with diverse communities, a passion for international development or global health, and would have traveled to developing countries.

### **Key Responsibilities**

- Work with medical volunteers and foreign consulates to obtain appropriate visas and related travel requirements
- Liaise with medical volunteers and international partners and the ReSurge travel agent to book and secure all flights, and directly book hotels
- Communicate with international partners regarding on-site logistics for all teams
- Build the trip logistics documentation to share with the traveling teams
- Assist with preparation and submission of customs documentation for medical supplies to enter and exit each country with the teams
- Register teams with in-country embassies prior to each trip and send their medical credentials to our international partners on site
- Review and capture feedback from team trip reports and keep updated list of trip site documentation

- Schedule pre-trip and post-trip Zoom meetings
- Assist with the bi-annual medical committee meeting note taking
- Process check requests, reimbursements, and expense reports across multiple currencies
- Compile and track metrics from the trip's impact and evaluate the value of donated services
- Arrange online lectures, uploading videos on the ReSurge website
- Assist with overall Programs team organization and online filing systems (using our system in Egnyte)
- Other responsibilities as assigned

### **Required Qualifications**

B.A. or B.S. degree or at least 2 years of administrative experience

- Hyper organized with strong attention to detail and project management skills
- Competence with Microsoft Office Suite and Email
- Strong passion and commitment to global health equity and the mission of ReSurge
- Genuine commitment to social justice, and diversity, equity, and inclusion.
- Cultural competency and intercultural communication skills—a respect and curiosity for other world-views
- Thrives as a team player in a fast-paced environment

### **Work Location**

This position is based in the San Francisco Bay Area with a hybrid remote and in-office (Sunnyvale, CA) schedule. It is expected that you will work in the office a minimum of two days per week. You will be working 40 hours per week, however this position requires flexibility as you will be involved with some early morning meetings, as you will be consistently working across time zones. Evening or weekend hours may be required for events and board meetings.

### **Diversity, Equity, and Inclusion**

It is a core belief at ReSurge that diversity, equity, and inclusion make our programs stronger, and we seek to reflect that diversity on our team as well. We are an equal opportunity employer actively seeking diversity in service to our mission to inspire, train, fund, and scale reconstructive surgical teams in low-income countries to provide life-changing care to patients with the greatest need.

### **Compensation**

Commensurate with qualifications and experience, plus excellent health and welfare benefits, 403b retirement plan, a flexible work schedule, and generous paid time off.

Salary Range: \$52,000 - \$60,000

### **To Apply:**

Please submit a letter of interest and resume by email to [jobs@resurge.org](mailto:jobs@resurge.org) with subject line: Program Coordinator