

Special Assistant  
Policy, Advocacy and Communication (PAC) Division  
Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Position

Vital Strategies is seeking qualified candidates for the position of **Special Assistant, Policy, Advocacy and Communication (PAC) Division**. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

### Specific Duties:

Reporting to the Senior Vice President, and carrying out special projects for a team of 4 Vice Presidents, the Special Assistant will perform duties such as, but not limited to:

- Draft PowerPoint presentations, spreadsheets, concept notes, correspondence as needed
- Be well-versed on Vital Strategies activities writ large as well as PAC programmatic and external communication activities and be able to trouble shoot, make linkages and spot opportunities for leveraging
- Help organize and plan meetings and events, at times attending, taking notes, helping to synthesize key action items, follow-up and tracking needed for their progress and completion
- Help to craft and update documents as needed
- Be able to synthesize and summarize relevant research and be capable of intelligence gathering that will benefit strategy and decision making
- Interact with internal and external stakeholders on the SVP's and VP's behalf, regarding program content, communication needs and meeting preparations
- Represent VP's at meetings when needed
- Coordinate closely with PAC team members responsible for scheduling and logistics
- Perform other tasks as requested by PAC leadership

### Qualifications and Skill Set:

- MPH, MA, MS degree or relevant graduate degree, with at least 3 years' work experience
- Exceptional organizational skills
- Strategic prowess and loads of common sense
- Superior writing, communication, listening skills

- Excellent power point skills
- Interest in current affairs and how they relate to our work
- Flexible, positive and great disposition
- Ability to travel as needed
- Sense of humor
- Not fazed by multi-tasking
- Fluency in another language, especially Spanish and/or French will be considered an asset
- Committed to serving in the role for at least 2 years with possible longer-term continuation

How to apply:

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) by **March 19, 2018** indicating the position applied for in the subject line.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.