

Program Assistant, Cardiovascular Health Initiative

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 to find out more about our work.

Background:

Resolve to Save Lives is a groundbreaking five-year global health initiative that aims to save millions of lives by reducing preventable deaths from cardiovascular disease and to prevent infectious disease epidemics. Resolve to Save Lives (<https://www.resolvetosavelives.org/>) is housed within Vital Strategies. Since September 2017, Resolve to Save Lives has been working closely with governments, the World Health Organization, academic and other civil society partners in a number of countries to build capacity for and implement a core package of interventions to reduce cardiovascular disease.

Overall Role:

Resolve to Save Lives is seeking a **Program Assistant** to support our Cardiovascular Health team in their global efforts to drastically scale up the treatment of hypertension, reduce sodium intake and eliminate artificial trans fats from the food supply. This is a full-time position based in New York City. Applicants must possess a valid work permit to work in New York City.

The Program Assistant, Cardiovascular Health will support implementation of the Resolve to Save Lives cardiovascular health (CVH) initiative, with a focus on team and partner coordination as well as tracking of grants. S/he will be part of a small New York City-based team.

Specific Duties:

The Program Assistant will work under the guidance of and report to the Senior Vice President, Cardiovascular Health. S/he will work collaboratively with other members of the CVH team and will liaise with in-country and global implementing partners. The incumbent will perform duties such as but not limited to the following:

- Plan regular conference calls with partner institutions, including coordinating the agenda, circulating relevant materials, documenting actions and ensuring follow-up



- Track budget and pipeline on large strategic grants, providing updates as needed to CVH senior leadership
- Serve as administrative point of contact for partner institutions, including for solicitation and receipt of monthly reports
- Track and ensure follow-up on grant inquiries via the Resolve to Save Lives webpage
- Liaise with, monitor, track progress and report on grants to various institutional partners
- Manage solicitation, review and feedback on grant proposals by the CVH team
- Assist in the planning and organizing of periodic partner convenings to discuss and share technical information and lessons
- Support communication and coordination within the Cardiovascular Health team
- Manage scheduling, preparation, documentation and follow-up for internal team meetings
- Manage shared Dropbox folders and other key information
- Develop presentations and other communications materials as requested by the Senior Vice President and Director, Cardiovascular Health
- Represent the CVH team at Vital Strategies / Resolve to Save Lives operations coordination meetings
- Provide administrative support to the Senior Vice President

Required Qualifications:

- Bachelor's degree in biology or health sciences
- At least two years of relevant work experience, ideally in project management
- Exceptional organizational skills
- Clear, effective and highly efficient writing skills
- Demonstrated ability to work under pressure and deliver against tight deadlines
- Well-developed interpersonal skills for harmonious internal team work and global partnerships across cultures
- Flexible, collaborative work style yet capable of working independently



- Proficiency in languages in addition to English a plus

How to Apply

Please send your CV and a cover letter, including your salary requirements, to opportunities@resolvetosavelives.org. Applications will be received until the position is filled. Please note that only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation for full-time employees and pro-rata for part-time employees 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.