



Operations Support Manager – Resolve to Save Lives Vital Strategies

Vital Strategies (VS), 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 5-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 is housed within Vital Strategies, a global health organization that works in 60 countries to address the most challenging health issues to improve the quality of life for people around the world. To find out more, please visit www.resolvetosavelives.org.

The Position

Reporting to the Chief Operating Officer, Resolve to Save Lives; the Operations Support Manager will provide comprehensive project management support for all operational efforts of Resolve to Save Lives. S/he will support the establishment of a robust operational infrastructure to support all programmatic and technical efforts of the initiative. In addition, s/he will support coordination for the initiative's human resource and financial management efforts. This includes support for staff and consultant onboarding and orientation, travel logistics, event coordination, and facilitation of routine meetings with the project team.

The Operations Support Manager will conduct research to identify new vendors, establish new processes, and ensure compliance with relevant policies for effective operations. The Operations Support Manager will also be responsible for effective communication with the team and organizational counterparts as well as managing timelines and follow up. 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:

- Provide high-level administrative and operational support for the Resolve team. Establish and coordinates administrative procedures and systems.
- Determine and manage logistical needs for Resolve travel, procurement, and meetings.
- Maintain project timeline and track performance metrics and other operations related information. Communicates with project team to monitor and ensure timely completion of deliverables.
- Serve as a source of operational information to the Resolve team and organizational counterparts
- Compose correspondence and written material. Assist with communication of project status and other information as necessary.
- Perform other duties as assigned.

Qualifications and skill set:

- Bachelor's degree and 5+ years of relevant work experience with demonstrated ability to work in an entrepreneurial, fast-paced environment.
- Excellent interpersonal and communication skills.
- Ability to multi-task and manage multiple tasks. Strong time management and organizational skills and be able to independently prioritize tasks. Demonstrated initiative and follow through on tasks.
- Strong sense of responsiveness to internal and external requests and the ability to work with diverse groups and stakeholders.
- Well-developed writing skills with the ability to write reports and memos for various constituencies.
- Proficiency in Microsoft Office Suite programs, including Word, Excel and PowerPoint.

How to Apply:

Please send CV and a cover letter, including salary expectation, to Ioanna Trilivas at itrilivas@resolvetosavelives.org indicating the position applied for in the subject line.

Closing Date for Applications: December 8, 2017. Only shortlisted candidates will be contacted.

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; and basic life and personal accident insurance.