



Special Assistant to the CEO – 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, \$225 million global health initiative that aims to save 100 million lives by reducing preventable deaths from cardiovascular disease – the world’s leading cause of death – 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:

Resolve to Save Lives seeks a Special Assistant to support its President and CEO, Dr. Tom Frieden. This is a full-time position based in New York City. Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits. The successful candidate will have the ability to work in an entrepreneurial, fast-paced environment to support an important, large-scale global public health effort.

Dr. Frieden is one of the world’s leading public health experts, having: led control of tuberculosis in New York City and developed a program that became an international model; worked in India for 5 years helping that country implement a program that has saved more than 3 million lives; designed the Bloomberg Initiative to Reduce Tobacco Use, which has implemented programs and policies that will prevent 30 million deaths; served as Commissioner for the New York City Health Department, leading programs on tobacco control and other priority areas that became global models and led to a rapid increase in life expectancy in New York City, and; served as Commissioner of the Centers for Disease Control and Prevention, including leading the CDC’s work that helped end the Ebola epidemic.

Specific Duties:

Reporting to the CEO, the Special Assistant will perform duties such as, but not limited to:

- Prepare, participate in, and follow up on meetings of the CEO and events
- Ensure the CEO is briefed on meetings and events in advance of their occurrence
- Identify action items from meetings and events for follow-up and tracking their progress and completion

- Coordinate closely with staff of the Cardiovascular Disease Prevention and Preventing Epidemics initiatives on follow-up action items, informational requests, strategic planning, and initiative implementation
- Interact with external stakeholders including implementing partners, governmental and non-governmental organizations, and donors regarding initiative content and meeting preparations
- Synthesize scientific and technical information, such as scientific journal articles, reports, or news summaries related to cardiovascular health and epidemic preparedness
- Assist the CEO as needed with presentations and written communications, such as journal and media articles
- Provide timely responses to external stakeholders and internal staff, representing the organization and office of the CEO effectively
- Coordinate closely with staff responsible for scheduling and logistics regarding the CEO and executive leadership engagements
- Perform other tasks as requested by the CEO and/or executive leadership

Qualifications and skill set:

- MPH degree or related graduate degree in life sciences, with at least 2 years' work experience
- Exceptional organizational skills
- Proven analytical skills
- Excellent writing and communication skills
- Flexible and positive disposition
- Ability to travel as needed
- 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 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.