



Compliance Officer

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.

The Position

Vital Strategies is seeking qualified candidates for the position of Compliance Officer with Vital Strategies' Legal Department. This is a part-time position based in New York City. There is the potential that this position could become a full-time position based on workload and availability of funding. Applicants must possess a valid work permit to work in New York City.

This position reports to the In-house Legal Counsel and will be an integral part of the Legal Department, a team known for its excellent customer service, attention to detail, and rapid response times. The selected candidate will be expected to have or develop a high level of expertise on compliance matters related to the organization. Financial compliance issues (including tax law) and USAID and U.S. government compliance related to Vital Strategies' research division are outside the scope of this position.

Specific Duties:

- Research regulations and laws applicable to nonprofit corporations
- Keep abreast of developments in law and regulation that could affect the organization
- Monitor organizational compliance with various laws and regulations including the following:
 - OFAC sanctions controls
 - GDPR compliance
 - FCPA and anti-bribery/corruption
 - ERISA
 - Benefits and Retirement rules and laws
- Oversee compliance with internal policies
- Assist with drafting of internal policies and procedures that have compliance elements
- Advise and train individuals on best practices for compliance
- Undertake other duties as identified



Qualifications and skill set:

- At least one year of experience in a similar role or as a legal assistant or paralegal
- Bachelor's Degree strongly preferred, minimum of Associate's Degree or two-years college or equivalent
- Customer service oriented attitude
- Strong interpersonal skills
- Highly attentive to detail
- Ability to prioritize tasks and work efficiently with sometimes minimal supervision
- Determination and drive to see tasks through to the end
- Demonstrated sensitivity in handling confidential information
- Proven ability to quickly learn new software and mastery of Microsoft Suite products (particularly Word and Excel)
- Experience working in an international environment a significant plus

How to apply:

Please send CV and a cover letter, including salary expectations, to hr@vitalstrategies.org indicating the position applied for in the subject line.

Closing date for applications: **August 18, 2018**. 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 (pro-rated to 9 days for 0.6 FTE), 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.