



# GLOBAL NURSING CAUCUS

*ENGAGING NURSES TO ADVANCE GLOBAL HEALTH*

## JOB OPENING

### Global Nursing Caucus (GNC) Coordinator Position

The Global Nursing Caucus is looking for an organized and efficient coordinator to join our growing team of nurses across the world. This individual will report directly to GNC directors in Boston and work with other team members to support and maintain our growth. We are a mission driven organization committed to advancing the role of nurses in global health practice, education, and policy through advocacy, collaboration, engagement, and research.

#### Duties:

1. Manage budgets and banking. Responsible for recording all financial transactions and preparing documentation for tax filing
2. Solicit and coordinate contributions for the GNC newsletter. Distribution of the newsletter to GNC members
3. Maintain membership lists
4. Coordinate with executive directors to organize logistics for meetings
5. Support the coordination, logistics and publicity of the various GNC meetings and conferences.
6. Manage website and social media presence
7. Ability to work remotely, with some presence for meetings/events/conferences

#### Qualification and Skills:

1. Strong written and oral communication skills; experience in writing grants and proposals will be viewed favorably
2. Demonstrated attention to detail and ability to meet deadlines
3. Knowledge of and experience in fundraising
4. Competence in social media (Twitter, Facebook, Snapchat, Instagram, LinkedIn) and website maintenance; experience with WordPress recommended
5. Computer skills in MS Office, accounting software and databases
6. Education or experience in finance/accounting
7. Demonstrated ability to work independently
8. Enjoys working with diverse groups of people
9. Strong interest in public health and global health issues

#### Working Hours and Conditions:

1. This position is 4-6 hours per week initially with the possibility of more in the future
2. This position is remote and requires access to a computer
3. Compensation for this position is \$17/hour with no benefits

If interested, send your CV and cover letter by April 28, 2017 to [globalnursingcaucus@gmail.com](mailto:globalnursingcaucus@gmail.com). Be sure to include “**GNC Coordinator Position**” in the subject line.

For more information about the GNC please visit: <http://www.globalnursingcaucus.org/>