Call for Consultant - GCHA Member & Youth Coordinator

7 June 2024

The Global Climate and Health Alliance (GCHA) seeks a part-time member and youth coordinator to support and engage GCHA member organizations and Youth Climate and Health Network members. In this role, you will have the opportunity to contribute to movement building and advocacy that advances action on climate change to protect and promote people’s health.

Title: GCHA Member & Youth Coordinator

Location: Remote virtual

Start Date: July 1

Location: Remote/virtual, time zone compatible with team members in the Americas, Europe and Africa

Scope: 40% time, 12 month contract, continuation dependent on performance, funding, and GCHA needs. Potential to increase % time, depending on funding.

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About GCHA: The Global Climate and Health Alliance (GCHA) works at the forefront of a growing global movement of health professionals and health and development and organizations dedicated to promoting a healthy, equitable, and sustainable future for all. We address the climate crisis through evidence-based advocacy, policy, movement building, research and strategic communications. With 190+ organizational members from 6 regions and over 40 countries, the Alliance co-chairs the WHO-Civil Society Working Group on Climate & Health, and collaborates with organizations and agencies around the world to bring influential health voices to national, regional, and international decision making on climate change and development. The GCHA secretariat is a small team with a large mandate: building the health movement to tackle the climate crisis and preserve a healthy home for humanity.

Position in Brief:

We are looking for a dynamic and outgoing individual to coordinate member onboarding and relationship-building, coordinate and support GCHA’s Youth Climate and Health Network, and be a warm, welcoming, and energetic touchpoint for GCHA members of all kinds as they join and engage with the Alliance. The Member and Youth Coordinator will play key roles in relationship-building and support of our organizational and youth members, keeping member records up to date, and knowing our membership roster well so as to contribute to GCHA’s vital movement building initiatives.

Overview: Movement building underpins every bit of the work that the Global Climate and Health Alliance does. GCHA was founded in 2011 by a handful of health organizations that had been independently working to influence international policy on climate change to protect health. They came together to establish the Alliance because they realized
that to have an impact, the health community needed to build a strong, collective voice that could not be ignored. Since then, GCHA membership has grown to 190+ member organizations (to date) representing every region of the world. We've established a Climate and Health Network for Latin America and the Caribbean, and established a Youth Climate and Health Network (YCHN) that includes 200+ young people from all walks of life.

The most powerful advocacy and policy influence from the health community is implemented via trusted collaborations that enable health organizations and individual health champions to take bold positions together, and to act quickly in response to new developments. Establishing that kind of trust is a matter of relationship building, starting with the relationships GCHA staff builds with our members and partners. The GCHA Member and Youth Coordinator will play a vital role in this piece of our work.

**Major responsibilities:**

GCHA is an alliance, and is most effective when we bring together members, partners, and other stakeholders to work in coordination to influence change. The Member and Youth Coordinator will make important contributions to this work by coordinating review, and onboarding for new member organizations, meeting with existing GCHA members to get to know them and their work, and supporting ongoing member engagement activities. The Member and Youth Coordinator will also support YCHN activities, including organizing regular meetings and supporting YCHN initiatives, and provide support to LAC Network activities.

This position will report to and work closely with the Network and Engagement Lead, and will work regularly with other team members including the LAC Liaison Officer and the communications team.

The successful candidate will be warm, outgoing and enjoy connecting with people; enthusiastic about ensuring the organizational members and youth have a smooth experience across all their interactions with GCHA; and will get satisfaction out of helping our stakeholders connect, collaborate, and be active parts of the climate & health movement. Being well-organized, proactive, and committed to generating polished and accurate work are also essential.

Due to the international and networked nature of GCHA's mission and the rhythms of our activities, there will be a need to work outside of business hours in your geography at times.

**Responsibilities:**

**Build and Strengthen Relationships with GCHA and YCHN Members**
- Communicate with members via email and calls
- Gather information about member activities on climate change
- Support member peer to peer relationship building through relevant introductions
- Support member, LAC Network, and YCHN meetings, helping to organize, schedule, mount and follow up from meetings

**Coordinate Member Applications and Onboarding**
- Under guidance of Networks and Engagement Lead, review member applications, interact with potential members to collect all needed documentation, and email potential members about their status.
- Schedule and conduct member onboarding calls (bringing in other staff when applicable, in consultation with Network & Engagement Lead).
- Upload and track member info in GCHA's contact management system, EveryAction.
Manage Stakeholder Records
● Under direction of Networks & Engagement Lead, manage and maintain stakeholder records (including members, youth network, speakers’ bureau, and other stakeholders) in GCHA’s content management system

Keep Team and Network Informed about Member Activities
● Provide timely information in team meetings and communication team meetings about potential speakers, member activities to highlight, emerging topics of interest, etc.
● In collaboration with the communications team, ensure member activities are promoted to the broader network via social media, our website, and the GCHA newsletter etc.

General qualities/competencies:

Competencies
● Bachelor’s degree or higher.
● Strong written and verbal communication skills in English. Fluency in Spanish and/or French would be a major asset, working knowledge of another language would also be a benefit.
● High social/emotional intelligence and a demonstrated ease building and maintaining positive relationships with stakeholders.
● Strong organizational skills and attention to detail - In addition to the soft skills of cultivating relationships and trust, building a movement requires carefully organizing and tracking outreach processes, contacts, relationships, and engagement.
● Experience and capacity to work virtually, using platforms such as Zoom, Skype, Google Docs/Drive, Miro, Asana, WhatsApp and Slack.
● Ease and aptitude for learning and using digital technology to solve problems and build processes.
● Experience using a contact management system is a plus (we use EveryAction, it’s similar to Salesforce). If not already experienced in this, being trained on the job in EveryAction to a high level of competency will be a requirement.

Qualities
● Patient, enthusiastic, tenacious, and curious - key qualities for building relationships with partners all over the world.
● Cross cultural comfort, and an appreciation and embrace of different cultures, communication styles, and perspectives.
● Comfort communicating with international partners where English is frequently a common language but often not each person’s first language.
● Self-directed, responsible, proactive and accountable - successfully working remotely requires the ability to work independently, communicate well, ask good questions, anticipate needs and present solutions.
● Adaptable and willing to engage in a broad range of activities to support organizational requirements.
● Passionate and enthusiastic about the work and the issues - we are a mission-driven organization working tirelessly to interrupt the climate crisis and ensure a healthy and safe future for humanity.

Other considerations:
● **Location**: This is a remote position, open to candidates able to work hours reasonably overlapping 7:00 am - 2:00 pm Pacific Time / 2:00 pm -9:00 pm GMT.
● Position will require 1-2 regular meetings/week within the GCHA team, regular meetings with the Network and Engagement Lead, and may require meetings widely outside work hours in your timezone to accommodate partner time zones around the world.
This is a consultant position and you will provide your own computer, materials and supplies.
Contract is offered for 12 months. Continuation depends on performance, available funding, and the needs of the Alliance.
We value having an internationally diverse team. Individuals from geographies or communities underrepresented in international climate or health arenas are especially encouraged to apply.

To apply: Please fill out this Application Form, and upload your cover letter, and a CV or resume, to it.

Working with GCHA offers the opportunity to work as part of a small, close-knit team with global reach and influence, and to work directly with partners around the globe working at the intersection of climate change and health to make a better world for all.