



Operations Coordinator | Job Description

POSITION IN BRIEF

The Global Climate and Health Alliance seeks an 60%-100% time Operations Coordinator on a consultancy basis to make important contributions to global health sector advocacy on climate change. This is a 10-12 month position to cover a staff member's extended leave, with the possibility of continuation dependent upon GCHA needs, funding, and performance.

GENERAL DESCRIPTION & ROLE OVERVIEW

[The Global Climate and Health Alliance](#) (GCHA) works at the forefront of a growing global movement of health professionals and health and development and organisations 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 200+ organisational members from 6 regions and over 40 countries, the Alliance co-chairs the WHO-Civil Society Working Group on Climate & Health, and collaborates with organisations and agencies around the world to bring influential health voices to national, regional, and international decision making on climate change, health, and development. The GCHA secretariat is a small team with a large mandate: building the climate and health movement to tackle the climate crisis and preserve a healthy home for humanity.

GCHA is looking for an Operations Coordinator whose general duties are budgets and bookkeeping; managing the set-up of contracts and contractor onboarding; managing GCHA's operational records, processes and systems; assisting with grant reporting; and supporting fundraising and development.

LOCATION & SCHEDULE

This role is fully remote, as are all of the GCHA staff, with an estimated time commitment of 3-5 days/week. The workday schedule is flexible, but some attendance at team and partner meetings, which happen between 10AM - 5PM ET, is a must. This position is intended as an interim position to support tasks during a staff member's extended leave. There may be the opportunity to continue in a similar role beyond the initial contract, depending on GCHA needs and on performance.

COMPENSATION

Compensation is negotiable based on experience and geographic cost of living, and can range between \$50 - \$60k FTE.

As a remote contract position, the Operations Coordinator will provide their own computer, phone, internet, and other equipment and supplies.

JOB DUTIES

- **Budgeting & Bookkeeping (30%):**
 - Forecast budget requirements, develop and track organizational budgets including cash flow, planning budget, expenditure allocations, grant budget-to-actual, and grant proposal budgets.
 - Manage engagement with fiscal sponsor's accounts team and accounting reports; review and process payable invoices; track and oversee spending against contracts.
 - Prepare and submit receivables invoices; track and follow up to ensure payment.
 - Ensure fiscal sponsor's account accuracy, identify missing payments or income, liaise to address issues, and pull reports.
- **Contracts (30%):**
 - Prepare information for contracts with service providers and core staff, submit contract request to fiscal sponsor, follow up to ensure contracts are fully executed.
 - Track and support contract process between GCHA and funding partners, including grant contracts and service provision contracts. Liaise with fiscal sponsor as needed to ensure contracts are fully executed.
 - Coordinate preparation of memoranda of understanding, terms of reference, or other agreements between GCHA and partnering organizations; or with fellows, interns, or volunteers, and liaise with fiscal sponsor to ensure GCHA is in compliance with their rules. Prepare any required signed agreements with fellows, interns, and volunteers.
- **Administrative and Records (15%):**
 - Maintain and manage GCHA's operational records and files, including filing contracts, receipts, personnel information, invoices.
 - Provide general administrative support to the secretariat.
 - If needed, provide administrative support to other GCHA teams around GCHA key events / during 'all hands on deck' moments for GCHA.
- **Grant Reporting (15%):**
 - Prepare grant financial reports and expenditure justifications.
 - Assist in the preparation of grant narrative reports.
 - Track and help ensure GCHA follow up for grant reporting processes.
- **Fundraising & Development (10%):**
 - Track individual donations and send donation receipts and thank yous to individual donors.
 - Liaise with ED and development staff in preparation of grant proposal budgets, including ensuring budgets meet funder requirements and restrictions.

REQUIRED QUALITIES / COMPETENCIES

- Bachelor's degree or higher.
- Proven work experience as operations coordinator or similar role, minimum 3-5 years. Knowledge of budgeting, bookkeeping and operations in an NGO setting.
- Experience budgeting, forecasting and bookkeeping, and understanding of different types of budgets.
- Deep familiarity and skill with office and financial applications. Advanced Excel skills are essential.
- Experience and capacity to work virtually, using platforms such as Zoom, Google Docs and Drive, Gmail, Slack, and Asana
- Have the ability to work in a fast-paced team environment, managing multiple priorities, projects and deadlines.
- Takes initiative and holds accountability -- follows through, takes responsibility, and is proactive. Able to work independently, communicates well, and has the ability to present solutions and anticipate needs.
- Discretion and trustworthiness in recognizing and handling confidential material.
- Effective written and verbal communication skills in English.
- General willingness to engage in a broad range of activities to support organizational requirements.

DESIRED QUALITIES / COMPETENCIES

- Operations experience in a US-based non-profit organization is a plus.
- Working knowledge of a language other than English.
- We are an international alliance, and value having an internationally diverse staff to better serve our members and partners around the world.
- Enthusiasm for the work - we are a mission-driven organization working tirelessly to interrupt the climate crisis and ensure a healthy and safe future for humanity. As our Operations Coordinator you would be a vital part of meeting that mission.

HOW TO APPLY

Please fill out this [Application Form](#). Via the application form, also upload your cover letter and CV. Please do not email us separately. Only shortlisted candidates will be contacted.