



## **Eastern Europe and Central Asia (EECA) Coordinator – INSIGHT Project**

I-TECH envisions a healthy world in which all people and communities flourish. Join a multi-disciplinary team consisting of local and global staff who are working closely together to foster healthier communities, and equitable partnerships in research, training, and public health practice.

I-TECH is a center in the University of Washington's Department of Global Health. I-TECH has projects in more than 20 countries, and its worldwide staff work in partnership with local ministries of health, universities, non-governmental organizations, medical facilities, and other partners. I-TECH supports development of skilled work forces and overall health systems strengthening with a focus on sustainability and transition to local ownership. As reflected in the [I-TECH Diversity Statement](#), I-TECH is committed to being anti-racist and promotes health and equity in health for all people worldwide.

The **EECA Coordinator** will provide logistical, administrative, and operational support to multiple complex public health and surveillance strengthening projects in EECA as part of a cooperative agreement between UW and the Centers for Disease Control (CDC) to implement the Integrated Next-Generation Surveillance in Global Health: Translation to Action (INSIGHT) program. The EECA Coordinator will work closely with the Seattle- and EECA-based teams to coordinate logistical and operational needs of programming, specifically for the Informatics and Data Science for Health (IDASH) Fellowship.

This is a consulting position with a negotiated hourly rate. This position is expected to last 12 months.

### **RESPONSIBILITIES**

#### **Program Coordination & Logistics (100%)**

- Identify conference venues and negotiate conference packages with potential vendors in EECA as needed.
- Support the Regional Coordinator and UW mentors in scheduling recurring meetings for IDASH Fellows.
- Communicate with IDASH fellows to coordinate travel, meetings and other operational aspects of the IDASH Program.
- Coordinate large meetings and workshops including:
  - Send out invitation letters to potential participants
  - Support participant travel arrangement process including securing flights, arranging travel advances, etc
  - Secure translation services for virtual and in-person meetings and for translation of materials.
  - Assist with preparations for meetings and presentations to include development of power point slides, editing documents, coordination of schedules, etc.
  - Occasionally attend meetings to support logistical needs
- Support procurement processes for INSIGHT, including consultant and vendor hiring and contracting under the direction of INSIGHT project leads.

- Facilitate consultant and vendor contracts and process payments in collaboration with I-TECH Finance.
- Participate in regular country team meetings.

## **REQUIREMENTS**

At least 2 years' experience, preferably working in complex, multi-faceted public health programs or equivalent experience. Past work or volunteer experience that demonstrates:

- Application of administrative tasks
- Communicating with colleagues in a manner that respects cultural differences and contributes to effective partnerships.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Skill in working and solving problems independently.
- Experience working with Microsoft Word and Microsoft PowerPoint, and competency in Excel
- Fluency in written and spoken Russian
- English proficiency

## **DESIRED QUALIFICATIONS**

- Previous experience working with government officials.

*Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.*

**Applicants:** Persons interested in applying for this position should send their CV and a cover letter to: Jennifer Mas Gilvydis at [jmas@uw.edu](mailto:jmas@uw.edu) . Position will be open until filled.

## **WORKING ENVIRONMENTAL CONDITIONS**

This full-time position is based in the EECA region and requires up to percent 15% travel. This position requires frequent participation in early morning and late evening telephone conference calls in order to accommodate time zone differences between Seattle. I-TECH operates within a grant-funded environment. Due to this, the total amount of this position's FTE may fluctuate based on program funding and needs.