

POSITION DESCRIPTION

JOB TITLE: Operations Associate

REPORTS TO: President

ORGANIZATION: The Global Virus Network (GVN) is a non-profit, 501(c)(3) organization, comprised of leading medical virologists from over 25 countries. The GVN's mission is to combat current and emerging pandemic viral threats through international collaborative research, training the next generation of medical virologists, and advocacy. For more information, please visit www.gvn.org.

POSITION SUMMARY:

The **Operations Associate** position supports the science, financial, and development departments with communication and program skills, particularly with program support. The Associate also supports the management of the organization's social media accounts, website updates, and electronic meeting/event communications. The Associate provides program management such as meeting logistics, onsite meeting support, and communications. Responsible for handling clerical tasks in our office, handling incoming phone calls and other communications, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties and errands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate with staff in scheduling and managing programmatic events and activities.
- Responsible for providing administrative and project support to ensure workplace productivity. Assist with board meeting logistics, materials, and maintaining records.
- Track and follow-up on philanthropist requests, interact with current/prospective donors, maintain donor database, process and acknowledge payments.
- Work with other GVN staff to insure coordinated, unified communications on behalf of the organization.
- Record information as needed.
- Update paperwork, maintain documents and word processing.
- Perform general office clerk duties and errands.
- Organize travel by booking accommodations and reservations needs as required.

- Coordinate events as necessary.
- Maintain office equipment as needed.
- Create, maintain, and enter information into databases.
- Update mailing lists.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIREMENTS:

- Bachelor's degree.
- Excellent written and oral communication skills, with the ability to accurately analyze and synthesize information
- Strong proofreading and editing skills
- Attention to detail and ability to juggle multiple responsibilities.
- Ability to work collaboratively with staff, other organizations, and the public
- Microsoft Office proficiency (Word, Excel, PowerPoint, and Outlook)

PREFERRED BUT NOT REQUIRED:

- Knowledge of and experience with nonprofit organizations

TO APPLY:

Please submit a cover letter, resume, and salary requirements to careers@gvn.org with "Operations Associate" in the subject heading. No phone calls please. Only candidates selected for interviews will be contacted. Excellent benefits provided. This is a full-time salaried position in downtown Baltimore, MD.