

## **POSITION DESCRIPTION**

**JOB TITLE:** Program 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](http://www.gvn.org).

### **POSITION SUMMARY:**

The Program Associate position supports science, policy, and fundraising. The Associate provides program management such as meeting logistics, onsite meeting support, and communications.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in planning and implementation of varying scientific programs.
- Coordinate with staff in managing programmatic events and activities.
- Assist with board meeting logistics, materials, and maintaining records.
- Design materials such as factsheets, one-pagers, event invitations, and other supporting materials.
- Helps maintain internal databases.
- Coordinate the Business Leadership Council and Fellowship program.
- Provides content for the GVN website.
- Coordinate meetings and communications of international scientific Working Groups and Task Forces, using Online meeting applications such as Skype, Zoom and GoTo Meeting.
- Produce and disseminate outputs from Working Groups and Task Forces for international consumption

**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](mailto:careers@gvn.org) with "Program 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.