Medecins Sans Frontieres/Doctors Without Borders:
Association Coordinator

MSF-USA is seeking an Association Coordinator to work closely with the Association Committee of the Board of Directors to foster leadership and activism within the MSF-USA Association and to cultivate a strong, vibrant, well-informed membership. The Association Coordinator serves as a crucial link between the membership, the US offices, the Board, and the Associations of other MSF sections, and, in particular, provides a bridge between the membership and its elected representatives.

Position Responsibilities

- Communicates with membership via print and electronic media including:
  - The Association website
  - The Association newsletter: The Insider
- Organizes logistics and leads development of content for the annual General Assembly
- Facilitates regional gatherings
- Facilitates participation in activities of MSF-USA departments such as:
  - The Speakers Bureau
  - Public Education events
- Manages membership rolls; coordinates the voting process
- Supports recruitment, training and activities of the Peer Support Network
- Maintains the Association database
- Develops annual budget projection and conducts quarterly budget revisions for Association activities
- Conducts briefings and debriefings to introduce field staff to the Association

Qualifications

- Bachelor’s degree plus 3-5 years of related experience or equivalent combination of education and experience.
- Excellent oral and written communication skills, organization and attention to detail, and strong interpersonal skills are a must for this position.
- Events planning or project management experience a plus.
- Ability to work independently, with a minimum of supervision to accomplish the goals of the position while inviting the participation and incorporating the voices of multiple constituencies.
- Ability to think strategically about how the engage the Association in debate and to drive content
- Ability to leverage social media tools to engage and communicate with Association members
- Ability to accurately synthesize complex, sensitive material and to produce articles for publication
- Strong computer literacy skills including the ability to use word processing, spreadsheet, web and database software and to search the internet for research purposes. Knowledge of graphic design programs a plus
SAMPLE JOB DESCRIPTION ONLY

- Outstanding proven time management and organizational skills with the ability to track multiple projects at one time
- Excellent judgment and diplomacy
- Genuine interest in, and commitment to, the humanitarian principles of MSF and the movement’s Associate structure in particular
- MSF Field experience preferred, but not required
- Fluency in English required, fluency in French preferred

Salary Range
Mid 60’s to low 70’s, commensurate with experience. Excellent benefits.