



Project & Communications Coordinator

About Metrics for Management

Metrics for Management develops and promotes the adoption of measurement indicators and tools for use in the management of health facilities, health service NGOs, and local governmental administrative agencies in low- and middle-income countries (LMICs). Metrics for Management's mission is that all health service operations in LMICs are directed by evidence-based managerial decisions. We work to assure accurate and relevant data is collected, that common metrics are agreed on to measure performance, and that those metrics are widely disseminated and used. We develop easy-to-implement, easy-to-understand, real-time performance metrics to help managers assess and improve the performance of their own program, institution, facility, or district. Metrics for Management provides in-country technical assistance to refine performance measures in development and to assist implementers in the application, adaptation, and development of performance measures to meet local program needs.

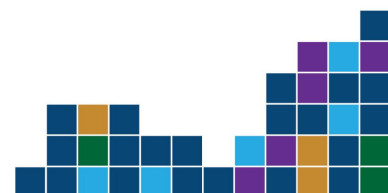
Please visit our website at www.m4mgmt.org to learn more about our work and current projects.

Position Description

Metrics for Management seeks a qualified project coordinator to support activities of the [Social Franchising Metrics Working Group](#), which is moving from its current home to be supported by Metrics for Management. The Metrics Working Group is a multi-agency body, including both implementing and donor organizations, that works to advance standardized metrics for performance. We seek a team member to strengthen the coordination and support for the working group, as well as to provide overall administrative and logistical support for Metrics for Management activities. Under the supervision of the Chief Operating Officer and relevant project leads, the Project & Communications Coordinator's roles include:

Metrics Working Group coordination (50%)

- Advance the work of the Metrics Working Group, including coordination of regular phone and in-person meetings; in collaboration with Metrics Working Group chairs, establish agendas, draft and distribute meeting minutes.
- Coordinate in-person Metrics Working Group meetings in US or international cities including all travel and meeting logistics; attend and provide on-site management for all meetings as required; draft and disseminate meeting summary reports.
- Develop strong communications and advocacy package; including materials for program staff, organizational leadership, and donors.



- Track and regularly communicate project progress; follow-up with responsible working group members to ensure progress continues and to remove any project roadblocks.
 - Maintain up-to-date information about the Metrics Working Group on website, including internal calendar of deliverables, workplan, and individuals responsible for activities.
 - Write and distribute quarterly updates on Metrics Working Group activities to members and key stakeholders.
- Conduct desk research and analysis on behalf of the working group and technical sub-groups. Prepare background and summary materials to support metric advancement and in preparation for meetings.

Project Logistics, Research, and Communication (35%)

- Coordinate domestic and international project meeting logistics; attend and provide on-site management for all meetings as required; draft and disseminate meeting summary reports.
- Conduct academic and market research to advance project aims and inform development of metrics.
- Support metric dissemination, promotion, and related project activities.

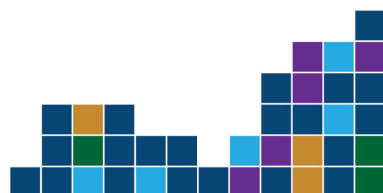
Administrative Support (15%)

- Maintain Metrics for Management's website.
- Coordinate monthly team meetings and disseminate minutes.
- Support the development of engaging and professional presentation materials.
- Support team travel (including procuring visas or letters of invitation, booking travel and hotels, processing reimbursements).

This is a 1-year full-time position with benefits. Further extension will be based on performance and availability of funding.

The qualified candidate will have the following credentials:

- Bachelor's degree in a relevant field, such as Health Communications; Management; Science, Technology & Society; Human Biology; Public Health.
- Excellent organizational and logistics management skills. Outstanding time management skills; ability to negotiate complex and overlapping timelines and meet deadlines.
- Strong academic research and writing experience, including writing and copyediting.
- Significant attention to detail; ability to hold self and others to high standards.
- Ability to work in a fast-paced, flexible job environment and to handle multiple tasks and details simultaneously.
- Exercise sound and timely judgment and take initiative, action, and responsibility for project activities, as required.



- Ability to work independently and as a team.
- Fluency in English.
- Excellent written, oral communication, and presentation skills. Demonstrated ability to communicate effectively with personnel from diverse cultures/nationalities, as well as across complex organizations.

Expected travel: Up to 10%

Location

Oakland, CA

Apply

To apply, submit a cover letter, resume, and contact information for three references to Andrea Sprockett (andrea@m4mgmt.org) with the subject line “Project & Communications Coordinator Application.”

Application deadline

June 26, 2016

