

Chapter Communications Coordinator

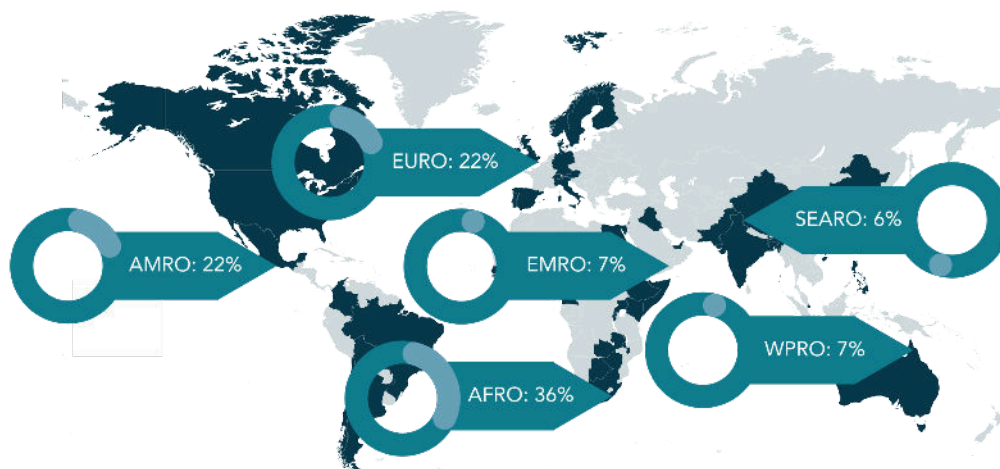
Women in Global Health | Job Description

About Us

[Women in Global Health \(WGH\)](#) is an organization that supports a global movement of women working in health, all over the world. Our network of women and allies is committed to challenging power and privilege for gender equity in health. We began our journey in 2015 and registered as a US 501(c)(3) in 2017. We are growing fast, with 56 official Chapters in 51 countries in January 2024 - and a strong presence in low- and middle-income countries. The global team and its networks drive change by mobilizing our global movement of women health leaders. We advocate with governments and global health institutions and hold leaders to account, to ensure that norms, structures, and policies are changed for gender equity in health.

Our Network

WGH's 56 chapters are active in 51 countries: Argentina, Australia, Austria, Bangladesh, Benin, Bolivia, Botswana, Brazil, Burkina Faso, Burundi, Cameroon, Canada, Chile, China, Colombia, Côte d'Ivoire, Denmark, Egypt, Ethiopia, Finland, Germany, Guinea, India, Iraq, Ireland, Italy, Kenya, Malawi, Mali, Mexico, Niger, Nigeria, Norway, Pakistan, Philippines, Portugal, Rwanda, Senegal, Singapore, Somalia, South Africa, Spain, Sweden, Switzerland, Togo, UAE, Uganda, United Kingdom, USA DC, USA Georgia, USA Midwest, USA NY, USA Seattle, Zambia and Zimbabwe. WGH also has the following regional affiliates: Africa Hub, European Chapters Initiative, Francophone West Africa Regional Chapter, Lusophone Chapter, and Latin America Hubs. (As of January 1, 2024)



You can learn more about us here: [annual reports](#).

About the role

This crucial role within our team is newly created to meet our growing needs as a fast-expanding global movement. The Chapter Communications Coordinator will be instrumental in ensuring that communication processes within our movement are effective, helping support WGH Chapters – and energizing women and allies across our movement, wherever they may be. This is a role that requires communication experience, diplomacy, intercultural sensitivity, empathy, and strategic capabilities.

Responsibilities

- Develop communications between WGH and its network of Chapters, with an eye on continuous improvement and evolution
- Oversight of communication channels with WGH Chapters, ensuring that information flow is engaging, useful, and measured
- Crafting Chapter newsletters, flyers, and other Chapter engagement materials
- Supporting Chapters in making the best use of the branding and communications resources that WGH makes available to them
- Managing the development and launch of the WGH Speaker's Bureau
- Developing and maximizing the use of the WGH Storyboard
- Proactively meeting Chapter needs for communication and coordination, be it ad hoc, around topics of interest, geography, etc.
- Coordinating Chapter inputs to assist in the drafting and publishing of Op-Eds
- Coordinating Chapter content for WGH materials (annual reports, flyers) when required
- Delivering Communications training for chapters
- Managing events

Key relationships

This role sits within the WGH communications team but works closely with the chapters team, playing a key role in the ongoing process of movement building, as well as supporting key projects involving chapters.

Experience and skills required

- Educated to degree level in relevant field (journalism, political science, international development, health, or other relevant disciplines)
- 2 years of relevant experience in working with diverse stakeholders across varied geographies
- Experience in writing, editing, video production, and graphic design
- Experience in delivering social media strategies
- Experience in delivering training sessions on communication or similar discipline
- Experience in working on global health, international development, gender, and human rights, or other related fields
- French or Spanish desirable



How to Apply:

Women in Global Health is an equal-opportunity employer. We embrace diversity, equal opportunity, and inclusion in everything we do. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. We encourage women, people from underrepresented backgrounds, and applicants from low-and middle-income countries to apply.

The deadline to apply for this position is 31 January 2024. However, applications will be reviewed on a rolling basis.

To apply, please upload your CV and cover letter in PDF format using the [application form](#). Please note that only shortlisted candidates may be contacted due to the volume of applicants. Interviews will take place online between the 12th and the 16th of February

Meanwhile, check us out:

<https://www.womeningh.org/>



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