



**Consultant:** Global COVID-19 Coordinator  
**REPORTS TO:** Executive Director  
**LOCATION:** Washington DC  
**HIRING NEED:** Immediate  
**SALARY:** Commensurate with experience

## BACKGROUND

CORE, Inc. (CORE Group) is a leader in global community health, working to end preventable maternal, newborn, and child deaths around the world, in development and humanitarian contexts. We have a comparative advantage through collaborative action to promote and safeguard health in communities and create new models for reaching the most marginalized populations. As a neutral, trusted platform for a coalition of more than 100 members, we work together with the broader global health community to foster collaboration and learning, strengthen technical capacity, develop innovative tools and resources, and scale evidence-based approaches to improving health.

Learn more here: [www.coregroup.org](http://www.coregroup.org).

## JOB DESCRIPTION

In order to respond to the urgent needs of the COVID-19 Pandemic, CORE Group is organizing a collaborative response of CORE members and other stakeholders, across the globe. CORE Group is committed to helping members better align their responses with MOH directions in targeted countries, according to WHO guidelines, potentially decreasing overlap on materials and guidelines and reaching greater coverage of affected populations.

Beginning February 6, 2020, in coordination with WHO/UNICEF and IFRC, CORE Group has conducted weekly calls to coordinate CORE Group's membership of 170 organizations and individuals and other INGO/CSOs engaged in health and response, as well as multiple civil society organizations (CSOs), academic institutions, bilaterals, and private sector across the globe. Coordination activities have included sharing resources and communicating requests to Global Outbreak Alert and Response Network (GOARN) Risk Communication and Community Engagement (RCCE). Through our coordination calls, CORE Group has engaged more than 70+ organizations, alliances and regional initiatives which span country-global level to the last mile, as well as supply-chain partners.

We are seeking a consultant to assist with organizing the COVID-19 Collaboration and Coordination response, in conjunction with CORE Group staff and members.

### Duties and Responsibilities

With support from CORE Group staff, the Consultant will perform these tasks:

1. Manage the CORE Group COVID-19 webpage to provide a communication link among organizations and stakeholders responding to COVID-19. Management of the site includes ensuring that information is uploaded onto the site, organizations can share and access timely information and educational resources through CORE Group's Communications, addressing resource needs, and sourcing/uploading the most recent and relevant information. Additionally, coordinating the vetting of resources prior to posting on CORE Group covid-19 resource page will be key.

2. Manage a task team of CORE members focused on ensuring a coordinated response. Coordination will include managing regular calls including organizing, facilitating, note-taking, and tracking of next steps. It will also include facilitating task team members to move forward with initial efforts to coordinate CORE member responses in specific target countries.
3. Join global coordination calls on behalf of CORE Group (GOARN, GOARN RCCE, GHC, WHO) ensuring individual follow-up to questions and issues raised after biweekly coordination calls.
4. Coordinate and direct other requests as they arise, in conjunction with the Executive Director and CORE Group team. Requests may include material development, vetting of resources, and agenda setting.

## REQUIREMENTS

- Knowledge of CORE Group as an organization and operational capacity, as well as knowledge of member organizations.
- Ability to facilitate communication and coordination, and ability to ensure that group actions move forward.
- Previous experience responding to emergency or outbreaks, or collaborative responses, with a Consortium approach to addressing issues.
- Ability to work in a fast-paced environment, on-line, with quality and quick responsiveness, despite different global time zones.
- Quality writing experience with guidelines, reports, and technical communications. Technical experience in global health and/or outbreak emergencies highly desired.
- Website content management experience preferred
- Excellent speaking and communication skills
- Strong leadership skills

Only candidates who are eligible to work in the United States will be considered. Please send a cover letter and resume to [jobs@coregroup.org](mailto:jobs@coregroup.org) with the subject line: **COVID-19 Coordinator\_LastName**. No phone calls.

**ORGANIZATIONS MAY SECOND STAFF FOR THIS POSITION**