



OPEN POSITION: Global Advocacy and Communications Coordinator

REPORTS TO: Project and Learning Manager

LOCATION: Remote or Washington DC

POSITION TERM: Grant funded 2.5 years, starting immediately, 80% LOE (32 hours per week Monday-Thursday)

LANGUAGE: English technical and professional proficiency required (CEFR C1 or higher). Working knowledge of French preferred.

BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community-focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit hybrid, membership organization, and home of the International Community Health Network, which brings together over 15,000 global health practitioners- CORE Group member organizations, scholars, advocates, and donors to support the global health of underserved women, children, adolescents, and communities around the world.

CORE Group also implements projects including the Zero-Dose Immunisation Programme, CORE Group Partner Project, SRMNCAH Small Grants Program, Agency For All SBC Research project, and MOMENTUM Immunization project.

Learn more here: www.coregroup.org.

PROJECT SUMMARY

This position will support the Gavi-funded Zero Dose Immunisation Programme (ZIP). ZIP aims to establish full immunization programming where government health systems cannot operate safely or coordinate effectively. Around the world, millions of children remain functionally invisible to health systems, missing out on life saving vaccines. ZIP funds non-governmental implementing partners (NGOs) who pioneer new approaches to full immunization for children living in humanitarian and crisis settings or within populations at-risk. ZIP invests in learning how to reach and fully vaccinate children in communities who would otherwise not benefit from Gavi programming. ZIP has made two awards to multi-country consortia, led by World Vision in the Sahel and IRC in the Horn of Africa. CORE Group supports ZIP in the areas of learning, knowledge management, communications, and advocacy.

JOB DESCRIPTION

The **Global Advocacy and Communications Coordinator** will support ZIP to translate program learning into policy and practice through communications, knowledge sharing, stakeholder engagement, and advocacy. They will provide coordination and products for dissemination, leveraging their expertise in humanitarian health programming, policy, advocacy, and best practices, to influence catalytic change at the global level. They will be responsible for refinement and execution of the ZIP communications and

advocacy strategies, targeted primarily toward the Gavi Secretariat, as well as Alliance constituents (i.e. Gates Foundation, USAID, UNICEF Supply Division, WHO), the global humanitarian sector (i.e. WHO Global Health Cluster, USAID Bureau for Humanitarian Assistance, INGOs), governments, and ZIP implementing partners.

General responsibilities will include, but not be limited to the following:

Policy, Advocacy, and Engagement

- Collaborate with Gavi ZIP PMU to provide technical guidance related to humanitarian health programming, policy, advocacy, and best practices.
- Plan and coordinate internal and external convenings and engagements, such as working group meetings, webinars, in-person meetings, workshops, showcases, etc.
- Engage and coordinate key stakeholders within humanitarian health sphere, including health clusters, INGOs, and multilaterals.

Communications

- Package and design program information and learning into formats that could include: PPTs, infographics, glossy reports, briefs, flyers, newsletters, fact sheets, videos, blog posts, articles, posters, etc.
- Maintain and update the ZIP advocacy and communication strategy and associated work plan, targeted at the global level. Strategy and work plan include: an environmental and stakeholder assessment; objectives; target audiences; messages and media mix; dissemination plan; activities and products; monitoring and evaluation of impact; success and opportunity for improvement; ongoing refinement of the strategy.
- Refine dissemination strategy to effectively share program learning and knowledge.
- Coordinate vendor work as needed, such as translation and graphic design.

Collaboration

- Help refine process of working collaboratively with implementing partners, including information exchange, use of SharePoint, meetings, etc.
- Manage ZIP Intranet strategy to share learning and knowledge with implementing partners and Gavi Secretariat, using best practices for SharePoint design.
- Participate in meetings and conferences, as requested.
- Represent CORE Group in meetings, forums, etc. that are of importance to CORE Group members and the broader CORE Group community.

REQUIREMENTS

Required Qualifications

- Master's degree in communications, advocacy, humanitarian studies, international relations, public health, or related field.
- Experience applying technical expertise in humanitarian health settings
- +3 years of communications and advocacy experience engaging with global audiences including donors (e.g. Gavi, Gates, BHA), multilateral organizations (e.g. WHO, UNICEF), and governments.
- Demonstrated experience creating communications and advocacy strategies and tools.
- Excellent writing, editing, and storytelling, verbal, and written communication skills.

- High level of proficiency with Microsoft Office Suite, especially PPT
- Experience with content management systems, such as SharePoint.
- Proficiency in graphic design and video editing using software such as Adobe, Canva, etc.
- Experience coordinating events, meetings, webinars, and vendors.
- Work experience in humanitarian health programming and shaping/applying policy and best practices preferred.
- Experience working in the Sahel and Horn of Africa preferred.

Language

- Excellent English writing skills, with technical and professional proficiency required.
- Working knowledge of French preferred.

Desired Characteristics

- Ability to synthesize information for diverse audiences.
- Excellent organizational and administrative skills with keen attention to detail and timeliness.
- Excellent customer service, diplomacy, engagement, relationship building/management and consensus building skills.
- Demonstrated ability to collaborate on a multicultural team and to identify, analyze, and resolve communication challenges.
- Creative thinker with a proven ability to generate innovative ideas and solve problems.
- Adaptability to take on new challenges, handle multiple concurrent requests, and adapt to rapidly changing project needs.
- Self-starter who can work independently, manage projects in a fast-paced, complex, and uncertain environment, and remain resilient under pressure.

Location:

CORE Group has an office in Washington DC and has a hybrid model of working. However, this position can be remote, from any location in the world, but must be available for United States East Coast (ET) time zone meetings, as well as time zones of the selected countries.

This position will require ~10-25% travel to attend meetings and events.

Benefits

CORE Group offers a competitive benefits package.

HOW TO APPLY

Email your resume and cover letter to jobs@coregroup.org. Use "Global Advocacy and Communications Coordinator" as the subject line. Submit them as PDF documents saved with the following naming convention: last name, first name, Global Advocacy and Communications Coordinator.

In your expression of interest, please include:

- 3 references, including each contact's email address, title, and organization.
- Sample of a communications or advocacy piece

No phone calls, please. Only potential interviewees will be contacted.