



**OPEN POSITION:** Global Knowledge 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)

## 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](http://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 Knowledge and Communications Coordinator** will support ZIP to translate program learning into policy and practice through knowledge management, sharing, and communications. The primary responsibility for this role will be to implement a client-centered knowledge management approach to ensure that impact, research findings, lessons learned and best practices are collected, stored, packaged, and shared with multiple stakeholders with Gavi ZIP leaders, ZIP implementing partners, the Gavi Secretariat, and other global stakeholders.

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

- Develop and promote knowledge management standards, processes, and technologies with user-focused approach to capture collaboration, evidence and research utilization across stakeholders.
- Refine dissemination strategy to effectively share program learning and knowledge with global audiences and implementing partners.
- Manage ZIP Intranet design and use with implementing partners and Gavi Secretariat, using advanced SharePoint skills and best practices.
- Develop techniques and procedures for organizing and locating knowledge, including shared folders and files.
- Perform copy editing, packaging, and design for communications products in formats that could include: PPTs, infographics, glossy reports, briefs, flyers, newsletters, fact sheets, videos, blog posts, articles, posters, etc.
- Coordinate vendor support as needed, such as translation and graphic design for communications products.
- Coordinate and/or implement effective knowledge sharing events, workshops, webinars, meetings, etc.
- Provide periodical reflections and recommendations to increase uptake of evidence utilization.
- Support the preparation of monthly, quarterly, semi-annual and annual reporting.
- Represent CORE Group in meetings, forums, etc. that are of importance to CORE Group members and the broader CORE Group community.
- Other duties as assigned.

## **REQUIREMENTS**

### **Required Qualifications**

- Undergraduate or Master's degree with training in communications, knowledge management, humanitarian studies, international relations, public health, or related field.
- +3 years of knowledge management and communications experience engaging with global audiences such as donors (e.g. Gavi, Gates, BHA), multilateral organizations (e.g. WHO, UNICEF), or projects with consortia.
- Excellent writing, editing, and storytelling, verbal, and written communication skills.
- Experience implementing content management systems that include multiple organizations.
- Advance SharePoint site design, maintenance, and document management skills.
- Proficiency in graphic design and editing using software such as PowerPoint, Adobe, Canva, etc.
- Experience coordinating events, meetings, webinars, and vendors.
- Work experience in humanitarian health programming and applying policy and best practices preferred.
- Knowledge of humanitarian and/or health contexts 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.

### **Salary and Benefits**

Salary is \$60,000 per year with a competitive benefits package.

### **Location and Hours**

This is a remote role, with the option of hybrid work if the applicant resides near CORE Group's Washington DC office. Working hours are Monday-Thursday at ~32 hours per week (80% LOE) in United States East Coast (ET) time zone or Geneva Central European Time (CET).

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

## **HOW TO APPLY**

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

In your expression of interest, please include:

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

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