



CCIH
Christian Connections
for International Health

Position Description: Network Engagement Coordinator

ABOUT CCIH

Christian Connections for International Health (CCIH) is a global network of Christian organizations, individuals and affiliates committed to advancing health and wholeness from a Christian perspective. Motivated by our Christian faith and our values, CCIH envisions a world where all have access to quality healthcare and prevention services. CCIH members work in over 90 countries and include non-governmental organizations, church networks, Christian Health Associations, volunteer and product donation agencies, and other support organizations. CCIH works with Protestant, Catholic, and non-denominational organizations as well as interfaith networks. CCIH shares information and provides a forum for networking, advocacy, capacity building and fellowship to an ever-increasing spectrum of organizations and individuals. CCIH also carries out grants and programs by working through its members in low- and middle-income countries. CCIH is a nonprofit (501c3) organization established in 1987 and headquartered in the Washington, DC area. CCIH is financed by membership dues and a variety of grants.

[CCIH staff are committed to the CCIH's mission, vision, and values.](#) CCIH has a reputation for listening to and representing the views of a diverse global audience. Staff frequently represent Christian perspectives in the professional global health and development community and with U.S. policymakers. The CCIH team remains flexible to adapt as issues or needs arise. All staff have a voice in setting goals and planning activities. CCIH is committed to staff development as well as preserving healthy work and life balance. CCIH is an equal-opportunity employer and seeks diverse views and perspectives.

POSITION DESCRIPTION

The Network Engagement Coordinator reports to the Director of Communications and serves the overall team by coordinating the following: member engagement, processing new member applications, member and donor data, speakers and meeting logistics, fundraising activity, and exploring areas of membership growth. CCIH uses Neon CRM for all member and donor data. The Network Engagement Coordinator will regularly liaise with communications, program, and finance teams. This position is a full-time, exempt position, with a competitive salary and benefits.

RESPONSIBILITIES

Regular duties will be assigned based on the project work and CCIH requirements. Examples of responsibilities may include:

- Keep CRM data up to date and report out on members, event participants, and donors
- Improve member-only section on CRM portal with relevant information
- Coordinate member relations and member retention activities
- Schedule and track CCIH team contacts with members
- Track fundraising, thank donors and volunteers, and prepare donor reports
- Coordinate registration of participants for in-person events, webinars, and forums
- Coordinate speakers for CCIH events

- Assist in event logistics and participant support
- Utilize CCIH project management software (Asana) and Google platform to coordinate and communicate
- Continually suggest improvements to CCIH operations and member services
- Assist the CCIH managers and leaders with logistics for meetings and events.
- Participate in meetings (virtual and/or in-person) with donors or other stakeholders regarding current activities and planning for future activities
- Participate in planning for CCIH events, webinars, and conferences, including planning for grant-related activities and attendance and support staff at events.
- Support CCIH planning, reviews, and team-building activities
- Support compliance monitoring for CCIH policies generally and with donor requirements specifically
- Analyze finances and maintain accurate records for transactions and operations
- Other duties as needed.

WORK CONDITIONS

- CCIH staff work remotely and meet frequently via phone, video conference, and occasionally in person when needed.
- The CCIH team uses a project management system (Asana) to coordinate and communicate on projects and tasks.
- Provide their own office environment (desk, chair, internet, etc); CCIH will provide office supplies; CCIH may provide a computer and printer (if needed) for the duration of employment that must be returned to CCIH at the conclusion of employment.

REQUIREMENTS

- Bachelor's or Associate Degree or equivalent in experience
- 3+ years experience working with administration and/or data systems
- 1 year experience managing or coordinating events with external speakers
- Advanced computer skills (e.g., MS Office applications, Google Platform)
- Excellent English written and oral communication skills
- Ability to work in faith-based settings, with Christian and other religious leaders
- Authorized to legally work in the United States.

ADDITIONAL CAPABILITIES AND ATTRIBUTES DESIRED

- Software experience: client relationship management (CRM), project management systems; added benefit for understanding broadcast email systems and software integration.
- Conference or event management, both in-person and virtual, including registration (150+ attendees) and liaising with conference venues and vendors
- The ability to speak and read French or Spanish is a plus
- Understanding of basic business processes of a membership organization
- Demonstrated ability to work well under tight deadlines
- Motivated self-starter, with the ability to manage tasks in a timely manner with limited supervision
- Detail orientation
- Mission and service motivation
- Prior member relations experience
- Some math and financial skills
- Excellent interpersonal skills with the ability to work well with diverse groups of people or cultures
- From time to time your job may involve such things as lifting and moving boxes or materials weighing up to 25 pounds, managing and troubleshooting your own computer workstation.

TO APPLY:

Submit a cover letter (and how you found out about the position), resumé, and 1-page writing sample to jobs@ccih.org. Incomplete applications will not be considered.

You will receive notification of receipt of your application. CCIH will only contact applicants after that who we are considering for the position. You will not be notified if CCIH does not move you to the next steps of the process. Thank you for considering working with our team.

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