HCP CUREBLINDNESS

TITLE: Sr. Coordinator, Travel and Events

REPORTS TO: Chief Programming Officer

LOCATION: Remote (NYC or Washington, DC Metro Areas)

POSITION TYPE: Full-time

JOB GRADE: 6.5

SALARY RANGE: $50,000 - $67,000

ORGANIZATIONAL PROFILE:
For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can’t see are severe. But there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable.

At HCP Cureblindness, we believe avoidable blindness can – and must – be overcome. As an international NGO working throughout South Asia and Sub-Saharan Africa, we have worked alongside a capable network of collaborators for more than 25 years to help people retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, HCP has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We’ve trained more than 19,500 eye health professionals and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

HCP Cureblindness is expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

VISION: We will be the catalyst to create a world in which no one is needlessly blind.

MISSION: We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

SCOPE OF WORK
The Sr. Coordinator of Travel and Events will play a crucial role in the planning, coordination, and execution of a range of global meetings, events, security and travel. This position requires meticulous attention to detail, excellent organizational skills, and the ability to manage multiple tasks simultaneously. The ideal candidate has a proven track record of demonstrating creativity, resourcefulness, and customer service commitment to delivering seamless experiences.
ESSENTIAL JOB FUNCTIONS:

- Build and maintain highly collaborative working relationships with counterparts in other HCP Cureblindness offices, including regional offices, national offices and headquarters.
- Engage as an active member of the headquarters team and matriced program teams.
- Foster a positive and productive organizational culture in alignment with HCP Cureblindness global culture and values.
- Achieve and exceed organization goals for training, infrastructure, patient care and prevention.
- Instill operational and business management rigor in the organization, in the areas of scorecard, analysis, reporting, financial accountability, partner relationship management, and day to day operations.

Event and Logistics Management

- Plan and lead events across the global program team, including meetings, conferences and workshops.
- Collaborate with internal teams and external partners to ensure events and meetings are executed smoothly and meet organizational standards.
- Prepare meeting materials and presentations.
- Manage vendor and supplier contracts and ensure timely delivery of services and products.

Travel Management

- Manage end-to-end travel logistics for executives, board members and key volunteers, including transportation, accommodations and itinerary planning to domestic and international destinations.
- Monitor travel advisories and lead dissemination of security information across global teams, leveraging ISOS and US Department of State reports.
- Provide any necessary documentation required for travel.
- Create and maintain travel profiles, travel logs and other documentation.
- Establish travel standards and booking protocols for the global organization.
- Coordinate with travel agencies and vendors to secure the best rates and ensure a seamless travel experience.
- Anticipate and address potential travel issues to ensure executives’ comfort and efficiency during trips.
- Reconcile monthly credit card statements with booking receipts.
- Review and manage team travel budgets.

Leadership and Team Schedule Oversight

- Assist in managing the schedule of the global team, including coordinating team wide meetings.
- Prioritize and organize executive calendars, ensuring efficient use of time and alignment with business priorities.

Communication and Collaboration:

- Develop and maintain relationships with key logistical partners across the organization to enhance efficiency and cost-effectiveness.
- Communicate with internal and external stakeholders to schedule appointments and coordinate team commitments.

Qualifications:

- High school diploma or equivalent.
- 2-5 years of experience in office administration, travel, hospitality or customer service.
- Proven experience as a travel assistant, travel coordinator, or in a similar role with international experience preferred.
- Comfortable visiting embassies/consulates to support visa processing.
- The ideal candidate should have excellent organizational skills, a strong grasp of travel and event logistics, and the ability to work efficiently in a remote setting.
Additional qualifications include:

- Excitement to join a nonprofit institution poised to expand global operations.
- Outgoing personality that can collaborate with a variety of personalities at all levels of the organization, building relationships and shared goals across departments and partner organizations.
- A sense of discretion and a high degree of professionalism is required, ability to maintain confidentiality of highly sensitive information.
- Demonstrates a highly professional and cooperative demeanor with supervisors, coworkers and partners.
- Detail oriented and able to efficiently prioritize tasks.
- Strong interpersonal, communication, facilitation, and presentation skills.
- Strong verbal and written communication.
- Notable time management and multitasking experience.
- Ability to work in a fast-paced environment.
- Ability to adapt to new and changing processes.
- Flexibility to adjust and contribute to continually evolving work situations and changing priorities.
- Excellent computer skills and technical aptitude, proficient with Google Workspace, MS Office, Asana (and other cloud-based software), MacOS, and experience with Apple hardware.
- Committed to advancing diversity, equity and inclusion.

Physical requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

To Apply
We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org. Applicants should apply online only, do not place phone calls.

Himalayan Cataract Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.