Do you want to work for the most effective nonprofit in patient advocacy and join a dynamic team impacting the healthcare landscape? What about a chance to make a difference in the lives of over 1.5 Billion patients who live with liver disease globally? If you have an entrepreneurial spirit and a deep commitment to advancing creative and thoughtful solutions to improve the lives of those affected by liver disease, we want to hear from you.

The Global Liver Institute (GLI) is a 501(c)(3) nonprofit organization headquartered in Washington, D.C. Our mission is to improve the lives of individuals and families impacted by liver disease by promoting innovation, encouraging collaboration, and scaling optimal approaches to help eradicate liver diseases. GLI has grown from a social impact start-up to an international nonprofit with an expanding list of programs and initiatives serving patients and the liver health community. We strive to attract and retain diverse talent because we know a truly inclusive and equitable workforce will help us one day realize our vision: for liver health awareness to be universal and for liver disease to take its proper place on the global public health agenda consistent with its prevalence and impact.

**Position Summary:**
The candidate for this position will advance GLI’s position in patient-driven advocacy by increasing the visibility, reach, and collaborations for GLI’s initiatives in Liver Cancers by providing administrative and programmatic support to the GLI Liver Cancers Director.

**Responsibilities:**

Administrative responsibilities for the following Liver Cancers Department initiatives:

- **Liver Cancers Council**
  - Facilitate ongoing communication with current council members
  - Coordinate full council meetings
  - Promote liver cancers education and awareness activities to members
  - Update and maintain agreements, contracts, and all administrative elements

- **#OctoberIs4Livers Campaign**
  - Coordinate and facilitate internal #OctoberIs4Livers team meetings
  - Updating and maintaining agreements, contracts, and all administrative elements
  - Draft proposal and reports
  - Oversee and assist where necessary in program work plan
Patient Education and Community Conversation Programs
  - Coordinate speakers and presenters for educational programs
  - Coordinate provider and patient reviews of materials
  - Contribute to materials development

General
  - Promote GLI programs by developing promotional language and materials
  - Engage with partners to ensure GLI is represented at awareness and education events
  - Identify and share partner activities
  - Update Liver Central website content
  - Oversee and assist Director where necessary in program work plan

Qualifications:
  - Bachelor’s Degree preferred (including, but not limited to public health/health-related field)
  - Must possess a high degree of organizational skill, attention to detail, and time management
  - Exceptional verbal and written communication skills are critical to success
  - Strong computer skills with proficiency in MS Office/365 Suite and Google Workspace
  - Strong analytical and problem-solving skills
  - Outstanding interpersonal skills and ability to work collaboratively within a team
  - Ability to effectively communicate and collaborate with partners from cultural and diverse backgrounds
  - Ability to perform independently and to prioritize a high volume of work to achieve a high level of productivity and accuracy
  - Commitment to professional development and continued learning within an organization

Benefits Information:
  - Work from home - Remote
  - Medical/dental/vision insurance
  - 401K program
  - Employee assistance program
  - Most federal holidays and generally closed the last two weeks of December, as additional paid vacation time for GLI staff
  - Liberal leave and sick-time arrangements dependent upon advanced planning, employee discretion and approval of the employee’s supervisor
  - Annual salary: $55,000/year

How to apply:
Please send the following document(s) to hiring@globalliver.org with “Coordinator - Liver Cancers” in the subject line.

1. A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position
2. Curriculum vitae / Resume
Due to the high volume of applications we receive, we are only able to respond directly to candidates with whom we wish to move forward in the interview process.

Equal Opportunity Employment: Global Liver Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.