Chapter Development Associate
Women in Global Health

About WGH and context: Women in Global Health (WGH) is a global movement with the largest network of women and allies working to challenge power and privilege for gender equity in health. As a US 501(c)(3) started in 2015, WGH has grown to include over 50,000 supporters in 90 countries and has 25 official chapters, with a strong presence in low- and middle-income countries. The global team and its network of chapters drive change by mobilizing a diverse group of emerging women health leaders, by advocating to existing global health leaders to commit to transform their own institutions, and by holding these leaders accountable.

WGH has been featured in CNN, NPR, EuroNews, the Lancet, and Devex for its work and maintains a robust presence via in person and virtual events at major global health and international development forums, such as the World Health Assembly, High-Level Political Forum and UN General Assembly. WGH is unique in its approach, connecting global and national policy-making to local reality. In 2020, WGH was able to get three of our COVID 50/50: Five Asks for Gender-Responsive Global Health Security into the 73rd World Health Assembly’s COVID-19 resolution supported by 130 of 194 member states.

About the role: Are you passionate about global health, gender equity, and challenging power structures? We need YOU to join our global movement! WGH is a hybrid organization. We also have a small core team of paid staff supported by passionate volunteers. We are still a startup in many aspects, yet we have achieved impact on a global scale and now have sector-wide name recognition. Women in Global Health (WGH) has catalyzed a global network of national and regional chapters aiming to enable women from around the world to engage at all levels in decision-making, particularly for women that are under-represented in global health leadership, and especially from low- and middle-income countries (LMICs). Women in Global Health is seeking a dedicated, detail-oriented operator to serve as our Chapter Development Associate in a remote capacity.

Job Description

- Connect with interest groups and support them to implement the chapter development process and officially join the movement
- Create, refine, update and maintain chapters databases for necessary chapter information
- Coordinate chapter events and meetings with the support of the chapter development manager; this includes setting agenda for town halls and retreats
- Research of movement building in LMICs, women’s leadership, women in health, and gender equality in global health
- Provide basic communication support to chapters including but not limited to drafting monthly communication newsletters with the support of the chapter development manager, managing communication on WGH membership email account, and scheduling check-in calls with all WGH chapters regularly
- Support the chapter development team in day to day tasks to grow and sustain the WGH movement
- Support the implementation of the WGH chapter impact measurement system including but not limited to following up on reports from chapters and preparing chapter update briefs for the WGH Board, in coordination with the chapter development team

**Anticipated Salary and Timeframe:**

Anticipated start date: November 2021  
Salary: USD 1,850 per month, contingent on experience, work location, and cost of living  
Time commitment: 20 to 30 hours per week  
Location: Remote however the preferred candidate should be compatible with East African Time (EAT)

*To apply, please upload your CV and cover letter in PDF format using the [application form](https://www.womeningh.org/).*

*The priority deadline to apply for this position is 28 November 2021. However, applications will be reviewed on a rolling basis.*

Women, people from underrepresented backgrounds, and applicants from low-and middle-income countries are strongly encouraged to apply.

Meanwhile check us out:  
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