

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit [www.seedglobalhealth.org](http://www.seedglobalhealth.org)

**Position Summary:**

The Administrative Coordinator contributes his/her energy, passion, and skills primarily to supporting Seed's administrative functions in the US and globally, in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston, Massachusetts. The Administrative Coordinator supports various operations functions (including corporate administration, office administration, facilities management, technology support, scheduling, and general administration) and manages special projects related to organizational needs and priorities as requested by Managing Director of Finance & Administration (MDFA). This full-time position reports to the Managing Director of Finance & Administration and work closely with all domestic and international team members.

**Duties and Responsibilities:**

- Manage Seed's Boston facilities, including office space and vendors, liaising with building management and landlord, office phone/voicemail/forwarding, and completing errands or tasks around the office as needed
- Manage the purchase and inventory tracking of US office equipment, supplies and furniture
- Support the management of Seed's technology platforms (internal communications, document retention and collaborative workspaces), including participating in and supporting various ongoing technology transformation projects
- Liaise with Seed's third-party ICT providers, including ensuring staff receive needed support, and manage Seed and employee software accounts
- Coordinate scheduling for Seed organizational and staff events, bi-weekly staff meetings, and other events as requested by the MDFA
- Track and renew Seed's corporate registrations for Massachusetts and other applicable states
- Support the MDFA in tracking and annually renewing Seed's corporate insurance

- Support the onboarding of new team members, including training on admin policies and procedures
- Periodically support staff recruitment – post job adverts, organize applications, and schedule candidate interviews

**Qualifications:**

- Passion and commitment to Seed’s mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, educational, and other diverse backgrounds;
- Ability to work collaboratively in a fast-paced work environment
- 1-3 years of experience in facilities management, customer service related tasks and/or scheduling
- Experiencing working in various cloud business platforms, productivity tools, and online workspaces (e.g. G-suite, MS365, Microsoft teams, Slack, Monday.com, etc.)
- Familiarity with office equipment, such as phone and printer and basic troubleshooting skills
- Excellent organizational skills, attention to detail, and ability to handle multiple tasks and duties simultaneously
- Bachelor’s degree required

**Working Conditions:**

- Will be based in Boston, MA (Seed is currently operating a hybrid model but eventually the position will be expected to be 100% time in the office)
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

**Compensation:**

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

*Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*