



## UCLA BLUM Center Coordinator (Program Representative III, Supervisor)

The UCLA Blum Center on Poverty and Health in Latin America, an international research and training Center on the UCLA campus is seeking a Center Coordinator with experience in research, program administration and building collaborative working relationships with local and international partners. This position offers the right candidate opportunities for growth and work in research areas related to social justice, health and poverty. The coordinator will report to the UCLA Blum Center director, supervise two staff positions, provide day-to-day support and oversee the daily administrative operations of the center. We are seeking a self-starter and leader who will serve as a vital member of the Center and make worthwhile contributions to the direction of this growing Center. Salaried (\$3,784 - \$7,462/monthly).

### **Job Duties:**

#### Research and Development

- As a member of our team, assist in the coordination and conduct of international research in the areas related to social justice, health and poverty among Latin American populations.
- Develop research materials, conduct systematic literature searches and draft materials related to the Center's research, funding proposals and reports.
- Assist and collaborate in the development and dissemination of the Center's international research project findings, policy briefings, white papers and other publications.
- Develop and oversee/implement an annual plan for research and development activities of the Center.

#### Administrative

- Provide administrative support for day-to-day operations.
- Submit periodic activity, status and summary reports to the director.
- Plan events and coordinate meeting speakers.
- Compose, edit, format and type professional correspondence, memoranda, reports, etc.
- Oversee the recruitment of staff and volunteers.
- Conduct training and supervise staff and volunteers.
- Oversee the coordination of operational, advisory and other committee meetings of the Center and its research activities.

#### Strategic Planning and Program Development

- Assist in grant writing and all stages of proposal development
- Assist in developing strategies, programs and initiatives that support the Center's mission.
- Serve as the liaison in building relationships and networking opportunities with key personnel at partner organizations (UCLA campuswide, nationally, and internationally).
- Network with stakeholders acting as a liaison between the field and office personnel.
- Serve as staff liaison for Steering Committee and other ad hoc committees of the Center.

#### Operating Budget and Financial Management

- Work closely with all integral partnerships to ensure efficacy of program budget and expenditures.

- Assist with the preparation of funding proposals ensuring that funding is secured and proposed scope of work delivered.
- Monitor the Center's budget by keeping detailed records, interfacing with Accounts Payable and Purchasing to submit reimbursements and resolving financial issues.
- Assist and support the creation of fundraising ideas and efforts.

### **Communications / Marketing**

- Develop the UCLA Blum Center online presence, including the Center's website and social media networks.
- Assist in preparing news releases and announcements for dissemination.
- Assist in the development of newsletters, annual reports, case statements and other materials (online and print).
- Assist in developing and executing communication strategies.

### **Job Qualifications:**

- Master's or Doctoral Degree in related field (e.g, public health, social sciences, etc) preferred
- Demonstrated experience in conducting research related to public health, social sciences, medicine.
- Experience with funding proposal development
- Experience in donor relations.
- Exceptional writing skills necessary to prepare materials for academic programs, public presentations, formal administrative reports, and other communications.
- Excellent understanding of the principles of how poverty and the social determinants of health affect health and well-being.
- Enthusiasm to actively engage, promote and expand the Center to its fullest potential.
- Exceptional interpersonal skills necessary to interact effectively, diplomatically, and cooperatively with high volume of administrators, faculty, staff members, students, and international partners, including VIPs, as well as potential donors.
- Innovative thinking, flexibility, and ability to work independently.
- Excellent organizational management, problem-solving and analytical skills.
- Demonstrated ability to multi-task and expertly manage a high work load with competing priorities and deadlines in an environment with several key stakeholders.
- Must be able to maintain a high level of confidentiality and discretion, and exercise good judgment in prioritizing assignments.
- Demonstrated ability to develop and manage a program budget and track and reconcile all program expenditures, including purchasing of supplies, travel, accommodations, and educational fees.
- Experience in supervising and mentoring volunteers, and/or teaching fellows.
- Excellent communication skills and professional experience with social media.
- Advanced-level skills in Windows software including but not limited to: Outlook, Word, Excel, and PowerPoint.
- Ability to communicate in Spanish (preferred).

### **Application Instructions**

Qualified applicants may apply for this position using the UCLA Career Opportunities website. Go to <https://hr.mycareer.ucla.edu> and search for Requisition 22634 or click the following link : <http://ucla.in/1EQorl6>.

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