

THE GLOBAL FORUM ON MSM & HIV (MSMGF)

JOB ANNOUNCEMENT: Operations & Board Coordinator

MSMGF AND OUR VALUES

The Global Forum on MSM & HIV (MSMGF) has worked since its founding in 2006 to encourage targeted, tailored, better-resourced, and rights-based sexual health services for gay men and other men who have sex with men (MSM) worldwide, through its advocacy and technical support work. As a global network, MSMGF has successfully influenced HIV responses at the local level through shifts in global-level policies and has effectively utilized public health as an entry point for advancing the human rights of LGBT people. MSMGF currently supports programs in 15 countries.

The MSMGF remains the only global HIV advocacy network specifically devoted to the health and rights of gay men/MSM. Its network includes thousands of advocates and service providers representing over 1,500 organizations in more than 150 countries.

For more details, see the *MSMGF Annual Reports on the MSMGF's [About US](#) webpage*).

THE POSITION

Reporting to the Director of Finance & Operations and in close collaboration with the Senior Management team, the Operations & Board Coordinator is responsible for managing the office and the logistical needs of all staff and consultants and supporting the Board of Directors, Steering Committee and associated committees.

WHAT YOU'LL DO

Office Management

- Organize, manage and maintain the physical office space, all office assets, resources, equipment, supplies and inventory. Assist staff with equipment and supply purchases. Liaise and keep strong working relationships with vendors, especially the IT Managed Services Provider, and office landlord to meet the needs of the MSMGF and staff.
- Develop strategies to efficiently meet and anticipate the administrative and logistics needs of the MSMGF. Coordinate with Contracts and Grants Manager to oversee office and logistical needs, as they are linked to grant/funder requirements.
- Regularly update Employee Handbook which documents all internal policies and protocols.
- Maintain and update organizational information and files on Sharepoint, facilitate communications between staff and APLA managed services. Assist with staff and volunteer on-boarding and departures.

Board Management

- Schedule, coordinate and prepare for all Board of Directors and associated committee meetings including, in each case, notices of meetings, agendas, attendance records and follow-up. Attend all Board of Director and associated committee meetings. Arrange details including, catering, travel, conference calls, materials distribution and all other meeting-related logistics.
- Ensure the efficient and accurate record-keeping of all volunteer leadership activities and assist in compiling, editing and production of monthly meetings materials and distribution of materials to Board and Senior Management.
- Monitor the legal requirements applicable to the Board of Directors under California not-for-profit laws and the by-laws, as amended from time to time. Provide advice to Board Officers, Committee Chairs and the Executive Director regarding legal requirements and Rules of Order for conducting the business of the Board of Directors and associated committees.
- Serve as a resource for Board Members to answer questions, take messages, return phone calls or in any other way assist members with their responsibilities. Help handle incoming and outgoing communication and documents as they pertain to the Board of Directors. Track volunteer hours of board members.
- Provide high-level administrative support in managing the schedule, travel and expenses for the Executive Director.
- Maintain Board of Directors and associated committee contact lists. Arrange travel for MSMGF Staff, Consultants, Steering Committee Members and other stakeholders.

Event & Travel Management

- Coordinate meetings and events with staff including securing event space, catering and related services, assist supported travelers with flight and lodging arrangements. Prepare and monitor event budget. Prepare letters of invitations for travelers in need of visas. Prepare payment requests for per diems of travelers.
- Assist with staff travel in accordance with policies and procedures including flight purchase and lodging credit card authorizations.
- Co-coordinate MSMGF events and activities including those relating to International AIDS Conferences.
- Develop and apply strategies to efficiently manage travel and event logistics

OTHER DUTIES AS ASSIGNED TO MEET BUSINESS NEEDS.

WHAT YOU'LL NEED (REQUIREMENTS)

Training & Experience

A Bachelor's Degree plus at least two years of administrative experience required; 3+ years' experience in office management, office administration or event management required; Must possess excellent written and oral communication skills including excellent spelling, grammar, and editing skills. Must have strong interpersonal, analytical and communication skills, and superior organizational skills with strong attention to accuracy and detail.

Knowledge of:

Microsoft Office 365 Suite including Outlook, Excel, Word and Sharepoint. Familiarity with Adobe Acrobat.

Ability to:

Stay self-motivated, focused, positive attitude, flexible, and proactive; Multi-task and work in fast-paced, demanding environment; Identify creative solutions that address time, budget, quality; Work well with multiple and diverse constituencies; Develop, organize, and implement office procedures and systems; Make decisions and maintain confidentiality; Initiate and complete projects with minimal supervision; Work well independently and as part of a team; Tech savvy and learn software quickly.

MUST ALREADY HAVE THE NECESSARY DOCUMENTATION TO LEGALLY WORK IN THE UNITED STATES.

HOW TO APPLY

Interested candidates should prepare:

- A cover letter;
- CV; and
- Contact information for three recent references.

Application materials should be emailed to the MSMGF Interim Director of Finance and Operations, Lily May Catanes – lcatanes@msmgf.org. All inquiries should be directed to Lily May Catanes by email.

Position applications will be evaluated against the eligibility and qualification requirements listed above. Successful applicants will be invited to a series of individual and group interviews involving the Interim Director of Finance and Operations and staff.

The position will remain open until filled.