

RESOLVE

Healthcare Electrification and Telecommunication Alliance (HETA) Program Coordinator Position Description

Location: Washington, DC; applicants in other locations may be considered

Program: Healthy Communities

Supervisor: Director, Healthy Communities

RESOLVE is a core partner of the Healthcare Electrification and Telecommunication Alliance (HETA), a USAID Global Development Alliance (GDA) providing rural and semi-rural health facilities in sub-Saharan Africa with reliable electricity and internet connectivity. Over the next eight to ten years, HETA aims to electrify and connect 10,000 healthcare facilities. A key objective is to address the sustainability challenges associated with health facility electrification through market-based approaches, leveraging technical and financial resources from private sector partners. These efforts will complement USAID's Global Health Strategy and the forthcoming USAID Climate Strategy through the promotion and uptake of cleaner, renewable energy solutions that power health facilities and, in turn, mitigate air pollution and carbon emissions from this growing sector while improving progress toward health goals.

One of RESOLVE's primary roles on this project is to create HETA's partner structure, forming the organizing body through which HETA's leverage partners will engage with and support the GDA. This will involve conceptualizing the structure, charter, and membership requirements and working with Abt Associates and other core partners to fundraise and recruit members, coordinate the formation and management of appropriate subcommittees, and ensure members remain informed of HETA activities and opportunities for collaboration. Ultimately, the goal for this body is to have it become a self-sustaining entity that carries forward HETA's mission independent of USAID's investments by the end of the five-year GDA.

RESOLVE is hiring a Program Coordinator to support senior staff on RESOLVE's HETA team in fulfilling RESOLVE's role under HETA. The Program Coordinator will be responsible for day-to-day projects and task coordination, including work planning, tracking and ensuring completion of program deliverables, grant coordination and reporting, and supporting partner engagement and communications, among other tasks. The Program Coordinator will also work closely with RESOLVE facilitators to organize and run Alliance member meetings and other events. RESOLVE staff are expected to learn, follow, and support RESOLVE's administrative processes, including those for invoicing, contracting, budgeting, program reporting, and website maintenance.

Under HETA, RESOLVE is a sub-awardee contracted by the award's Prime, Abt Associates. All RESOLVE Program staff, including the Program Coordinator, will be expected to collaborate closely with Abt and the broader HETA team, including the HETA Executive Management Committee, which will provide oversight of the program as a whole. RESOLVE is based in Washington, D.C., but periodic travel in the U.S. and internationally (approximately 10%) will be expected throughout the program term. This position is contingent upon award.

Key Responsibilities

- Serve as program coordinator, carrying out program activities and tasks, supporting senior program staff with tracking and ensuring the team executes program tasks and deliverables.
- Assist with identification, research, and vetting of prospective HETA partners, including conducting due diligence research, reviewing letters of intent, and assisting with the development of memoranda of understanding.
- Coordinate surveys of HETA partners as needed to help inform the evolution of HETA into an independent organization, and support senior staff in developing a strategic roadmap for this evolution.
- Track grant/contract requirements and deadlines and draft grant reports.
- Assist with the drafting and organizing of program materials, such as concept notes, work plans, outreach documents, partner agreements, etc. Conduct research to support development of program materials.
- Under the supervision of senior program staff, lead and undertake logistical planning and support in organizing and executing Alliance member meetings and other events.
- Support the team in maintaining strong relationships and clear communications with other program team members (internal and external) and Alliance members.
- Draft regular updates and other communications to Alliance members.
- Support senior program staff with program tasks needed for coordination and implementation, including research, managing, and responding to inquiries, scheduling, and more, as needed.
- Support RESOLVE with other program, administrative, and organizational roles, as needed.

Competencies and Characteristics

- Experience with project coordination, facilitation, and delivery, including creating/using project management tools.
- Excellent organizational skills.
- Strong written and verbal communication skills, an ability to produce high quality, substantive written documents on schedule.
- Ability to use sound judgment to effectively solve problems within the scope of the position, and to identify possible higher-order problems and help leadership address as needed.
- Willingness to take the initiative to develop more effective and efficient systems and processes.
- Empathetic and constructive, with ability to understand a number of views, interests, and needs and to offer strategic options or recommended paths forward.
- Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing challenges.
- Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work.
- Willingness to respond to a sometimes-irregular work schedule, due to the nature of RESOLVE's projects and the time zones and needs of our partners. Candidates will typically have a regular set schedule; however, RESOLVE's programs are deadline driven, and schedules can be influenced by external events, urgent needs, and travel.
- Interest in international development, public health, and the energy transition and familiarity with the public policy issues related to HETA.
- RESOLVE's values include integrity, mutual respect, leadership, innovation, teamwork, diversity, perseverance, results, and balance. We are looking for someone who embraces

our values, loves to learn, shares our passion for social, environmental, and economic sustainability, and helps to strengthen our business and program planning.

Qualifications

Applicants must have a bachelor's degree and have a minimum of 2-3 years of project coordination experience. Demonstrated interest and experience in international development and/or public health and/or alternative energy systems preferred.

Commitment and Compensation

This is a fulltime position. The pay range for this position is dependent on location. For an employee based in Washington, D.C., the current salary range is \$55,000 - \$60,000, with specific placement in the range depending on qualifications, experience, and demonstrated skillset.

Inclusion

Inclusion is fundamental to RESOLVE's mission. In all our work, we strive to promote respectful engagement across diverse perspectives and backgrounds. Our 45+ year record demonstrates that diversity of voices – and inclusion of those who have often been excluded – drives innovation and development of lasting and equitable solutions to critical social, health, and environmental challenges.

RESOLVE takes a broad view of diversity, recognizing that our differences – whether visible or not – contribute to strength. We are resolute in our commitment to actively and intentionally cultivating an environment where equal opportunities for employment, advancement, and influence are available to all.