

# Cochrane US Network Coordinator

<b>JOB DETAILS</b>	
<b>Job Title:</b>	Cochrane US Network Coordinator
<b>Reports to (title):</b>	Head External Affairs and Geographic Groups' Support
<b>Date:</b>	March 2020

## **PURPOSE OF THE JOB**

To support the sustainable development of the Cochrane US Network. Working with the US Network members, working groups, Executive Committee and Cochrane's Central Executive, the US Network Coordinator will facilitate and support the Network to achieve strategic and operational objectives.

## **PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS**

### **1. Facilitate and Support Network development, strategic planning and management**

- Work with the US Network Executive Committee, other Cochrane collaborators in the US and Cochrane Central to facilitate and support the development, activities and growth of the Network.
- Support ongoing development of US Network governance, operations, and strategic direction.
- Coordinate priority areas of work across the Network members and oversee implementation of the US Network strategic plan through individual members, and various working groups.
- Organize and facilitate regular virtual and annual in-person meetings of Network members.
- Coordinate and facilitate regular meetings of the Executive Committee.
- Coordinate and facilitate regular meetings of US Network working groups and support working group planning and activities.
- Maintain Network membership and contacts; engage with institutions interested in learning about the Network and/or becoming a member of the Network.
- Maintain a member map and/or profile of Network members and their Cochrane functions, specialities, and activities. Examine to inform strengths, opportunities and strategy for US Network.
- Support planning for national and regional US-based Cochrane conferences.

### **2. Support Network communications (internal and external)**

- Develop and manage the US Network website.
- Maintain and develop channels for Network communication (email lists, e-news updates, social media channels).
- Disseminate relevant news and information to Network members.

### 3. Support Network fundraising

- Work with Cochrane's Development Coordinator to identify and/or disseminate potential funding opportunities for the Network and its members.
- Coordinate and support groups/teams exploring and pursuing funding opportunities.

### 4. Support Network external representation, partnerships and profile raising

- Support Network partnership development and external relations (e.g., engage, communicate with partners; connect partners to Members; represent the Network at meetings or conferences).
- Identify and map connections Network members have with key US-based partners and use these existing connections in advancing the goals of the Cochrane US Network.
- Keep a list of US meeting opportunities that Network members participate in and provide support in preparing presentations (and other materials) to facilitate US Network representation in these meetings.

## PERSON SPECIFICATION

### Essential

- Be US based. Could be independent or affiliated with a US Network member institution.
- Experience in working in a networked or coalition setting.
- Experience facilitating groups in planning and consensus.
- Demonstrable experience in working with various partner organizations.
- Understanding of the US health, public health and research environment.
- Experience in developing funding applications and engaging with funding agencies.
- Strong organizational skills, ability to manage a diverse workload.
- Ability to work independently and proactively under general direction, willing and able to work in a self-directed way.
- Excellent interpersonal and communication skills, with a natural flair for networking.
- Time management skills and ability to work flexible hours as needed.
- Experience related to all aspects of the planning and organising of meetings, workshops and conferences.
- Willingness to travel nationally and internationally when required.

### Preferred

- An understanding of the production of evidence synthesis
- Master's degree in public health, health sciences or a related discipline relevant to this position.
- Knowledge of Cochrane and its work.

## KEY INTERFACES

Internal: All Cochrane US Network members, Cochrane Central Executive.

External: US based partner organisations

## DIMENSIONS

- Budgetary responsibility: N/A
- Number of direct and indirect reports: N/A