



## **Opportunity Type – INDEPENDENT CONTRACTOR – Event/Communication Assistant**

**Doctors of the World USA (DotW) is seeking an Event/Communication Assistant to support the full-time office Development Associate with event planning and social media communication.**

### **About Doctors of the World USA**

Doctors of the World (DotW) is the US chapter of the Médecins du Monde (Mdm) International Network, a global health and humanitarian organization with a focus on human rights that provides emergency and long-term medical care to vulnerable populations while fighting for equal access to healthcare worldwide. DotW is a small but growing organization with increasing influence in the Mdm International Network.

Doctors of the World values healthcare as a fundamental right and is committed to improving access to quality medical services for populations affected by systemic inequities including poverty, lack of access to healthcare, housing and education, conflict, or natural disasters. DotW provides services under all circumstances, regardless of gender, race, ethnicity, religion, age or political beliefs. DotW bears witness to health inequity worldwide. Globally, our network has deep expertise in five main program pillars: sexual and reproductive health and rights; migrants and refugees; mental health; harm reduction; and disaster response.

### **Position Summary**

The Event/Communication Assistant (contractor) will report directly to the Development Associate of DoTW. The ideal candidate will support in the organization of events and meetings contributing to all stages of the event planning process from inception to execution. He/She will be the liaison with vendors, venues, and partners, and manage guest lists in order to plan a successful event. He/She will also help with social media by keeping DoTW channels updated and developing new content and strategies to increase social media engagement. He/She will draft a monthly newsletter to keep the subscribers informed of DoTW programs and activities.

### **Essential Responsibilities**

#### **Event Planning:**

- Support with tasks associated with event logistics (timeline, budget, contracts, invitations, registrations, guest list, project management...)
- Draft event material (invitations, speaker talking points...)
- Research of new vendors
- Identify partnership and sponsorship opportunities
- Suggest fundraising event ideas and help to implement the events

#### **Communication:**

- Under supervision, implement and schedule a content editorial calendar for social media (Instagram, Twitter, LinkedIn, Facebook)
- Identify how to improve presence and engagement on social media
- Write monthly newsletter
- Maintain and update list of subscribers

## **Required Experience and Qualifications**

- Experience in event planning
- Excellent communication skills, both written and oral
- Strong organizational skills with exceptional attention to detail
- Deep understanding of and proficiency in social media platforms and professional experience creating content
- Experience with Mailchimp
- Ability to manage multiple tasks, projects and deadlines simultaneously
- High energy and passion for the vision, mission and values of the organization
- Demonstrable ability to work effectively and efficiently in a small team environment
- Critical thinker and problem-solving skills
- Languages: fluent spoken and written English required; working knowledge of or fluency in French is a plus

**Job location:** New York City, partially remote

**Position type:** Consulting

**Availability:** September 6, 2021

**Duration:** 4 months, with the option for contract renewal

### **Hours**

3 days per week, although may vary based on the volume of work available, funding opportunities and the time of year.

DoTW will pay the Contractor an agreed consultation fee for the work performed.

### **Independent Contractor Agreement**

Signature required on Independent Contractor Agreement which will be provided upon acceptance of the position.

### **No Benefits**

Doctors of the World USA and the Consultant agree that the Consultant will receive no Company-sponsored benefits from the Company where benefits include, but are not limited to, paid vacation, sick leave, health and medical insurance and 401K participation or other fringe benefit plans. If Consultant is re-classified by DoTW, a state, federal agency or court as the Company's employee, the Consultant will become a re-classified employee and will receive no benefits from the Company, except those mandated by DoTW, state or federal law, even if by the terms of the Company's benefit plans or programs of the Company in effect at the time of such reclassification, Consultant would otherwise be eligible for such benefits.

### **To Apply:**

Send cover letter, resume and fee requirements to [jobs@doctorsoftheworld.org](mailto:jobs@doctorsoftheworld.org) with "Event/Communication Assistant" in the subject line. Visit our website, [doctorsoftheworld.org](http://doctorsoftheworld.org) for more information about the organization. No phone calls, please. Doctors of the World USA is an Equal Opportunity Employer and strongly encourages Black, Indigenous, People of Color, women, disabled and LGBTQ people to apply.