



PANORAMA

Project Manager, Global Health NYC (Part-Time)

Position Summary

The Project Manager serves as an active member of the Global Health team and plays a key role in driving forward deliverables within the project. The position works independently and in collaboration with team members to ensure the successful execution of the various complex workstreams. This part-time position will be based in New York, NY.

Knowledge, Skills, and Abilities

- Demonstrated success managing a project or program from conception to implementation
- Detail-oriented with strong analytical, writing, editing, and verbal skills for communicating with broad and diverse stakeholders
- Understanding of the global health landscape as well as key players and issues
- Ability to work without oversight, proactive with ability to accomplish tasks efficiently
- Experience balancing competing priorities and identifying when to escalate an issue
- Ability to work diplomatically and effectively collaborate including ability to influence without authority in order to build strong relationships
- Entrepreneurial and problem-solving mindset

Essential Duties & Responsibilities

- Coordinate meetings, stakeholder interviews, and partner presentations, including developing agendas, coordinating arrangements for multiple participants, managing participant communication, handling logistics, and preparing and disseminating materials
- Facilitate a high-quality external partner experience through clear communication, consistent and substantive deliverables, and efficient and effective management of activities
- Write and edit interview notes, summarize key findings, and design final presentation
- Maintain work plans, to ensure quality project management

Required Qualifications

- Bachelors' degree with three to five years of experience working in international affairs, public health, public policy, or a related field
- Experience working on global health and development or international social impact issues especially in a non-profit and/or policy driven environment

- Documented history of project management
- Ability and willingness to participate in occasional travel as needed
- Fluency in written and spoken English required; other language proficiencies welcomed

Application Process

Interested candidates should submit a resume and cover letter to careers@panoramaglobal.org with subject line "Project Manager NYC"

About Panorama

[Panorama](#) is an action tank that focuses on influencing people and organizations worldwide to be the change we need to improve our world. Our unique, entrepreneurial model unites team members with diverse skills around the table to collaborate on ways to solve local and global social issues. We work with non-profit and for-profit partners to advance their work, and we initiate our own projects when we see gaps that need to be filled. We work across numerous global health and global development issues, in support of the Sustainable Development Goals, including infectious disease elimination, pandemic preparedness, and improving nutrition for people worldwide.

Panorama is headquartered in Seattle with a global team and network. To learn more, visit our website www.panoramaglobal.org

Our Values

The values we share in our work and in our lives also inspire our name and logo:



Panorama is committed to creating a diverse team and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.