



PANORAMA

Project Coordinator, Operations

Position Summary

At Panorama, we are a team of strategists, advocates, campaigners, analysts, storytellers, resource mobilizers, and organizational designers with deep experience in foundations, non-governmental organizations, private companies and public institutions. We are all inspired by a life-long commitment to improve the world.

We are looking for a Project Coordinator to support the day-to-day operations for a variety of projects ranging from advocating to eliminate cervical cancer to improving community health systems around the world. In this position, you will work directly with partners, track timelines and grant requirements, and provide backup support for Panorama's Operations team. If you have superb attention to detail, are highly organized, and enjoy working in a fast-paced environment we would love to have you join our team.

Essential Duties & Responsibilities

- Contribute to operational and procedural innovations for Panorama
- Support project financial management including payments, expense reconciliation, and monthly financial reports
- Coordinate grant and contract processes
- Track deadlines and deliverables and send reminders to partners, following up as needed
- Provide briefings, research, and background documents for meetings, as needed
- Assist with planning and executing team retreats and other special meetings and events
- Other administrative and special projects as assigned

Skills and Experience

- Bachelors' degree or 2+ years equivalent professional experience
- Highly organized, detail-oriented, and able to manage multiple, competing priorities
- Experience coordinating projects involving multiple team members and stakeholders
- Exceptional verbal and written communication skills
- Experience with Microsoft Office Suite
- Entrepreneurial and problem-solving mindset
- Fluency in written and spoken English; other language proficiencies welcomed
- Interest in global health or social impact issues especially in a non-profit and/or policy driven environment

Application Process

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

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.