

## **GLOBAL PARTNERS IN CARE**

### *Contract Consultant Opportunity*

**Position:** Global Palliative Care Project Coordinator

**Contractual Arrangement:** External Consultant with Global Partners in Care (GPIC)

**Contract Duration:** 8 to 12 months (Grant-funded)

**Schedule:** Full-time

**Primary Location:** Preferred in Mishawaka, Indiana

**Compensation:** \$4,000 to \$5,000 monthly (Negotiable based on qualifications and experience)

### **About Global Partners in Care (GPIC)**

Global Partners in Care (GPIC) collaborates with hospice and palliative care organizations to enhance access to care in resource-constrained settings worldwide. By fostering partnerships between U.S. organizations and those in low- and middle-income countries, GPIC supports the exchange of knowledge, skills, and resources to strengthen care delivery globally.

GPIC's approach is rooted in bi-directional learning, leveraging the unique strengths and experiences of our network of partners to address complex challenges in palliative care. Through collaborative strategies and impactful initiatives, we work with various partners to sustain and expand access to high-quality palliative care services worldwide.

### **Main Purpose**

The Project Coordinator will play a vital role in building a foundation for greater collaboration and engagement among GPIC's global palliative care partners. The consultant will focus on fulfilling grant objectives and supporting general GPIC activities, ensuring impactful and sustainable outcomes for the global palliative care community.

## **KEY RESPONSIBILITIES**

### **Grant Management**

- Oversee grant-related activities, including documentation, reporting, and financial tracking.
- Coordinate with partners to achieve grant objectives and track outcomes from collaborative meetings.
- Ensure compliance with funder requirements.
- Support ongoing grant-seeking efforts by identifying funding opportunities, conducting research, and drafting and submitting proposals.

### **GPIC Partnership Program Support**

- Assist with documentation, evaluation, and sharing of best practices for GPIC's flagship partnership program.
- Engage with a network of 80+ hospice and palliative care partner organizations across 11 countries.
- Foster collaboration and active participation within the partner network.

### **Meeting and Events Coordination**

- Manage, plan, and coordinate collaborator meetings (in-person and virtual).

- Organize meeting logistics, including budgeting, venue selection, accommodations, meals, travel, technology, and audiovisual needs.
- Collaborate with staff and partners to ensure seamless execution of events.

#### **Travel**

- Represent GPIC through domestic and international travel as needed (approximately 10%).

## **QUALIFICATIONS**

#### **Education**

- Bachelor's degree in Public Health, Global Affairs, or another relevant discipline.

#### **Experience**

- 2-5 years of professional experience.
- Project management and logistics coordination experience.
- Prior engagement with international partners or in a global setting.

#### **Skills**

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- Ability to take direction from multiple team members and manage competing priorities.
- Systems thinker with keen attention to detail.
- Proficiency in Microsoft Office Suite; experience with Canva or similar social media/graphics platforms preferred.
- Cross-cultural communication and awareness skills.

## **APPLICATION INFORMATION**

Global Partners in Care is an affiliate organization of Center for Hospice Care located in Mishawaka, Indiana. Interested candidates are encouraged to submit their CV or resume, cover letter, and a brief description of their relevant experience to Robin Allen at [allenr@cfhcare.org](mailto:allenr@cfhcare.org). Applicants must be eligible to work in the United States. Applications will be reviewed as received and the position will remain open until filled.

Join GPIC and contribute to a mission-driven organization making a global impact on hospice and palliative care. Submit your application today!