



Global OHNS Initiative - Chief Operating Officer (COO) Position Description

Position Overview:

We are seeking a committed volunteer Chief Operating Officer (COO) to lead the operational efforts of the Global Otolaryngology-Head and Neck Surgery (OHNS) Initiative. The COO will work closely with the Vice Presidents, President, and Chief Financial Officer (CFO) to ensure the smooth functioning of the organization. This volunteer position requires a commitment of 5-7 hours per week and offers an excellent opportunity to contribute to the organization's mission of advancing global health equity in otolaryngology-head and neck surgery. Students, trainees, and faculty are eligible to apply.

Responsibilities:

1. Operations Team Leadership

- a. Lead and manage the operations team, including program coordinators and secretaries, fostering a culture of collaboration, innovation, and excellence.
- b. Conduct regular operations team meetings to review progress, discuss challenges, and coordinate upcoming activities, including membership management and annual report preparation.
- c. Oversee the operation team's work to manage the day-to-day initiative activities, including the organization of monthly meetings.
- d. Oversee the management of the organization's membership base, including recruitment, engagement, and retention strategies.
- e. Coordinate the preparation of the annual report, ensuring accurate and comprehensive documentation of organizational activities, achievements, and challenges.
- f. Serve as a liaison between the operations team and the CFO regarding budgetary matters.

2. Team Coordination and Objective Setting

- a. Coordinate activities and initiatives among different teams within the organization, including research, advocacy, education, and regional representative teams.
- b. Work closely with the research, advocacy, education, and regional representative team leads to set specific, measurable, achievable, relevant, and time-bound (SMART) objectives for projects and initiatives.
- c. Monitor progress towards objectives and milestones, identifying and addressing any challenges or barriers.
- d. Develop contingency plans and protocols for managing situations or unexpected events that may impact the organization's operations.

3. Program Development

- a. Identify emerging needs and trends in the field of global health and otolaryngology-head and neck surgery and develop new programs or initiatives to address them effectively.
- b. Collaborate with team leads and other stakeholders to design and implement innovative programs that advance the organization's mission and strategic objectives.

4. Strategic Partnerships and Funding:

- a. Collaborate with team leads and the CFO to identify and pursue strategic partnerships and funding opportunities to support organizational initiatives.

- b. Work closely with the President, VPs, and CFO to develop funding proposals and cultivate relationships with key stakeholders.
- c. Conduct outreach to potential partners and funders, articulating the organization's mission, vision, and impact.
- d. Serve as a representative of the organization in external meetings, conferences, or events as needed, promoting the organization's mission and objectives.

The volunteer Chief Operating Officer will play a pivotal role in ensuring the effective functioning of the Global OHNS Initiative, overseeing program development, membership management, annual reporting, coordination of operations, and collaboration among various teams. This position offers an exciting opportunity to contribute to the organization's mission of advancing global health equity in otolaryngology-head and neck surgery. If you are passionate about making a difference and have the skills and commitment required for this role, we encourage you to apply and join us in our efforts to improve healthcare worldwide.

To apply for this volunteer position, please submit a cover letter outlining your interest and relevant experience, along with your CV, to globalohns@gmail.com with the subject line "Global OHNS COO Application."