**Position Description**
**Administrative Coordinator, Anga Center**

ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks highly qualified candidates to serve as **Administrative Coordinator** – Kenya. The **Administrative Coordinator** is the primary point of contact for the Anga Center.

## About the Anga Center

The Anga Center for Climate Justice, Health Equity, and Community Well-being in East Africa is a new research-based institution with a central mission to improve climate justice, health equity, and community well-being in East Africa by exploring climate-related health impacts and interventions to address them. The Anga Center will focus on building transdisciplinary research capacity and continuously engaging and empowering climate-vulnerable communities and marginalized populations. The scope of the research work of the Anga Center will cover Eastern Africa (including, currently, Kenya, Uganda, and Tanzania).

The headquarters of the Anga Center is physically based at ICAP Nairobi, Kenya. All Operations team staff are required to work in the ICAP office five days per week.

## Position Summary

The Administrative Coordinator (AC) is the primary point of contact for the Anga Center. The AC is an integral part of the Anga Operations team, and they will report directly to the Regional Research Manager, collaborating closely with the Financial and Administrative Manager at ICAP in Nairobi, Kenya.

The AC's responsibilities include supporting regular office operations, screening phone calls, scheduling internal meetings, maintaining correspondence and communications for the Anga Center, coordinating all field and leadership team travel, and organizing the bi-annual Climate Justice, Health Equity, and Community Well-being conference.

## Responsibilities

- Schedule all meetings, including monthly leadership team meetings, weekly operations team meetings, lab meetings for the Future Leaders in Climate Change and Health PhD cohort, External Advisory Board (EAB) meetings, and quarterly Community Collaborative Board (CCB) meetings.
- Plan and coordinate all conferences, workshops, and trainings, including the bi-annual Climate Justice, Health Equity, and Community Well-being (CJHECW) conference and trainings.
- Coordinate all travel for Field Managers, PhD students, the Leadership team, meteorological consultants, collaborators, and Community Data Collectors.
- Plan, schedule, and coordinate all community training events.
- Manage all correspondence through the Anga Center's central email account and update its central calendar to ensure all leadership and operations team members comply with critical deadlines.
- Develop and grow social media, newsletters, and other communications for the Anga Center.
- Manage and route telephone calls to appropriate individuals.
- Order program supplies, process, report, and reconcile office expenditures

- Maintain physical and digital employee records, develop a filing system, and organize program documents in appropriate folders.
- Support the development of program presentations, spreadsheets, and reports.

**Minimum Qualifications**

Degree in Business Administration or similar degree and at least two years of experience in an administrative role.

Preferred Qualifications

- Proven work experience as an Administrative Coordinator, Administrator, or similar role.
- Familiarity and exposure to grant-funded research project regulations and research programs.
- Hands-on experience with MS Office Suite (notably MS Word, MS Excel, and PPT), Zoom, and Google software (particularly Gmail, calendar, docs, sheets, and slides).
- Familiarity with office equipment, printers, and computers.
- Basic mathematics skills.
- Solid time-management abilities with the ability to prioritize tasks.
- Excellent verbal and written communication skills.
- Fluency in English and Swahili, both in writing and speaking.

The position is contingent upon availability of grant funding. Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment on the basis of race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible for consideration.