



Job Title: Educational Administrator, Education Department (part-time, unpaid)

About Us: The University Blood Initiative (UBI) is a new but highly accomplished registered non-profit which optimizes grassroots level action to combat local blood shortages. Our vision is to revolutionize the blood world and our mission is to establish a fiercely collaborative network of strong, local, and independent blood centers at the cutting edge of society, systems, science, and social and public policy with the shared purpose of achieving a sustainable blood supply for the good of all. To date, we are partnered with 20+ independent blood centers across 15 states. Through our nationwide chapter system, we are building an organized network of dedicated young leaders ready to take initiative against COVID-19 and the blood crisis all year long.

Position Summary: The University Blood Initiative (UBI) is seeking a passionate and educated individual to join us as the Educational Administrator for the Education and Advocacy Department. The Educational Administrator will work closely with the Director of Education and Advocacy and other department members to help facilitate department organization and accountability.

Benefits:

- Join on the ground floor of an already fast-growing start-up
- Help build out an educational department for an organization that is rapidly gaining national reach and plans to expand internationally
- Immersive community culture which values connection, authenticity, innovation, integrity, and purpose
- Opportunity for professional growth and internal upward mobility as you engage with Chapter members and understand the driving mission behind our department projects
- Opportunity for internal mobility within National UBI structure as you accrue experience and professional development within National structure
- Work remotely

In this role you will:

- Support National educational/advocational campaigns by tracking the completion of key deliverables to ensure deadlines are met consistently
- Assist Director of Education with key administrative tasks and provide insight as to department organizational structures
- Facilitate meetings by mapping out discussion points prior to meetings with leads, preparing meeting agendas, and taking meeting minutes
- Organize and maintain the department's intranet (National and Chapter) and google drive
- Screen and manage educational emails and forms submitted by chapter members and national volunteers

Requirements:

- Organized and accountable individual with excellent interpersonal communication skills
- Ability to commit at least 5hrs a week without compensation until we UBI is sufficiently funded to provide compensation

You'll fit in if you are:

- Committed to excellence, are passionate and empathetic, pay precise attention to detail, and believe in our fight for equity
- Believe in civility in the workplace, have a strong sense of purpose, and are willing to make a difference to your community

Interested or have questions?

Email pgiraldo@universitybloodinitiative.org with your resume and a brief statement of interest.