**Global Initiatives Advisor**

**Sigma Theta Tau International**

Our purpose is to support learning and professional development of nursing professionals through knowledge dissemination. We have over 130,000 active nurse members residing in countries across the globe who are recognized as leaders and scholars. We currently have an opening for Global Initiatives Advisor.

This position develops, plans and manages Global Initiatives programs, events, products and services, with the guidance of the Director, Global Initiatives, and in collaboration with the Global Initiatives team.

**Principal Responsibilities:**

* Manage the Institutes for Global Healthcare Leadership, including coordinating program development, launch, marketing, evaluation and ongoing program support for the Emerging Global Healthcare Leader Institute and the Expert Global Healthcare Leadership Institute, with support from the director of Global Initiatives.
* Research, recommend and facilitate the development of approved new/emerging Global Initiatives programs and events.
* Manage the planning and implementation, including evaluation, of additional Global Initiatives programs, events, products and services, in support of the mission of STTI.
* Establish and maintain professional relationships with Global Initiatives program leaders, including facilitators, Advisory Board members, speakers, etc.
* Collaborate with Global Initiatives director and advisor regarding marketing and communications to coordinate promotional activities for Global Initiatives.
* Serve as liaison to various STTI planning groups, task forces, and departments.

**Minimum Requirements:**

* Bachelor’s degree plus 3-5 years of work related experience required; Master’s degree preferred
* Ability to manage multiple and complex programs, including budgets resources, personnel, etc., with minimal supervision
* Proficient in the use of Microsoft Office Suite programs
* Excellent written and interpersonal communication skills