



<http://www.chemistswithoutborders.org/>

**Chemists Without Borders** is looking forward to fill up three open positions given below. We encourage qualified candidates to email their resume to **Steve Chambreau** (<mailto:stevechambreau@chemistswithoutborders.org>). For all the positions, the individual has to be passionate about volunteering, commit and complete the assigned tasks successfully. All are unpaid volunteer positions and allow the volunteer to work from their home location. We trust that all volunteers would believe in our mission; willing to commit to the cause and most importantly add value.

Title: **[Chief Operating Officer](#)**

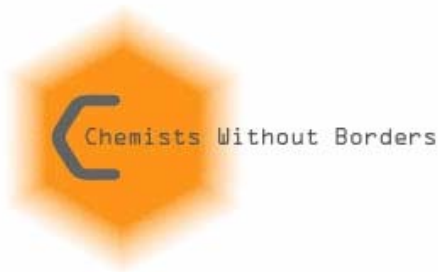
The volunteer in this position will report to The CEO / President.

**Key Responsibilities:**

- Be actively involved in all programs and services
- Set up and Implement quality improvement processes for all project areas, especially focusing on process improvement
- Ensure that all activities and projects undertaken by the organization fall within the purview of Chemists Without Borders' mission
- Partner with the Executive Leadership team to develop external collaborations, including , but not limited to, community, government agencies and private organizations
- Team up with the fundraising team and design plans that will ensure financial viability of the organization
- Validate, prioritize, and balance programs for performance management
- Facilitate and coordinate activities related to the success of Chemists Without Borders
- Create and implement personnel policies and balance resources with needs
- Create and lead performance management process that will measure the progress against goals for the organization.

**Requirements**

- At least 10 years of professional experience with around five years of experience in a senior leadership role
- MBA or an advanced degree is preferred
- Proven experience in developing an organization-wide strategy for program excellence and relationship building with community partners
- Passion for leading the team to a new level of effectiveness
- Previous experience with a non-profit organization is a must



Title: **Project Manager (Green Chemistry Initiatives)**

The volunteer in this position will report to Program Officer/Director.

**Key Responsibilities**

1. Define requirements and scope of large, complex projects for Chemists without Borders and its constituents.
2. Plan field projects and organize project teams
3. Manage team performances in project validation, planning, execution and transition to program.
4. Conceives and implements projects requiring extensive systems integration, large teams, and multiple technical platforms, crossing multiple locations.
5. Manages suppliers and partners in the context of the project.

**Basic Requirements**

1. BS/BA degree or equivalent.
2. 3 yrs of Project Management experience
3. Possesses the expertise in Project Management methodologies, tools and techniques.
4. Communication and people skills
5. Planning and problem solving skills
6. Ability to travel 50-60%

**Desired Requirements**

- Certification in Project Management is highly desirable
- Have successfully completed large, multi-site, complex projects.
- Previous field experience in the non-profit sector, in developing countries
- Experienced with chemical, biomedical or education projects desirable
- Demonstrated process discipline