



Service. Healing. Transformation.

Medical Director's Assistant, Honduras

About the Organization

One World Surgery (OWS) is a nonprofit organization with the vision of a world committed to safe, timely and accessible surgical care. Our mission is to ignite the spirit of service and transform lives by providing access to high-quality surgical care globally. OWS funds and operates the world-class Holy Family Surgery Center (HFSC) in Honduras and construction for a second site in the Dominican Republic is nearing completion. Our nonprofit is dedicated to helping thousands of underserved patients receive surgical and primary care and helping hundreds of physicians, nurses and others contribute to making a positive impact in global health. With the support of more than 100 global teammates, One World Surgery hosted 50 medical missions and 1,500 volunteers in Honduras and the Dominican Republic in 2023.

One World Surgery has a strong mission-oriented and values-based culture with passionate and highly engaged teammates across the Dominican Republic, Honduras, and the United States. We embody the spirit of service and seek to learn and continuously improve to expand our impact on patients, volunteers, and communities. We foster supportive working environments where teammates can utilize their skills and grow professionally. We regularly connect as a global team to celebrate personal and organizational milestones.

Position Summary

The Medical Director's Assistant provides the Medical Director with key administrative, scheduling, and logistical support and submits purchase order for the center. They enable the Medical Director's success by maintaining strong communication with him and relevant parties and ensuring he completes all his responsibilities.

Reports to: HFSC Medical Director

Key Responsibilities

Purchasing

- Contact vendors (via email, phone, WhatsApp) to submit local supply orders for the center
- Enter purchase orders into inventory management database
- Work with supply chain and finance teams to audit annual purchases

Administrative Support

- Transcribe voice notes and take dictations related to surgeries, patients' clinical history, etc.
- Manage yearly calendar of visiting mission groups and specialties, and communicate with Medical Director to plan details in advance

- Develop strong rapport and maintain communication with teammates across the global organization and key external stakeholders
- Represent the Medical Director at meetings when he is unable to attend
- Coordinate and schedule meetings
- Take meeting notes and share meeting summaries and action items with Medical Director and other relevant parties
- Manage Medical Director's Outlook calendar and daily schedule with discretion and confidentiality
- Conduct a daily live briefing with the Medical Director to inform him of his schedule and tasks including clinical schedule, meetings, and calls
- Reply to business emails received by the Medical Director in a timely manner, emulating his style and tone
- Respond to patient phone calls during office hours
- Coordinate and make reservations for Medical Director's national and international travel
- Manage the Medical Director's expenses, ensuring financial policies and deadlines are followed
- Support implementation of academic meetings among HFSC's general physicians, residents, national and international institutions
- Draft and prepare documents for signature including but not limited to checks, patients' chart summaries, and letters and invitations to other organizations
- Understand the clinical, surgical and administrative operations of HFSC and perform atypical tasks, especially during medical mission weeks, to provide coverage for other team members, as needed
- Participate in at least one dinner / evening program in Moscati during medical missions to build relationships with visiting mission groups
- Present during weekends orientation for visiting groups, as needed
- Identify visiting leaders, frequent visitors, and potential donors to OWS, and brief Medical Director by compiling photos and notes on visitors
- Edit or create PowerPoint presentations for MD's talks, including photos and acknowledgements of returning volunteers and partner representatives
- Network with relevant stakeholders at Ministry of Health, Honduran Medical Associations, and medical schools to facilitate the implementation of OWS's mission

Required Qualifications:

- 2+ years of work experience; administrative experience preferred
- Flexible schedule with evening and weekend availability
- Fluent in both spoken and written Spanish; Advanced English skills or a willingness to quickly improve is required
- Strong computer skills including experience with Microsoft Word, PowerPoint, Excel, Outlook, and SharePoint. Ability to quickly master new applications or technologies.
- Enthusiasm for global health and a commitment to One World Surgery's mission
- Outstanding verbal and written communication skills
- Highly organized and detail-oriented

- Capable of learning necessary medical terminology
- Proactive and self-motivated, constantly seeking opportunities for continuous improvement and professional growth
- Responsible and able to establish trust and rapport with individuals from diverse backgrounds
- Flexibility to adapt to a changing and growing organization
- Ability to maintain a positive work environment, fostering open communication and collaboration

Location: One World Surgery's facilities are located on the property of Nuestros Pequeños Hermanos in La Venta Nueva, approximately 45 minutes from Tegucigalpa.

Status: Full time. Typical schedule is Monday to Friday, 7:30 am to 4:00 pm. The Assistant will need to have flexibility to accommodate the Medical Director's schedule, and some evenings and weekends will be required.

Benefits: One World Surgery provides all benefits as required by Honduran law. One World Surgery also provides private employee bus service and lunch.

To Apply: [Please complete the application form here.](#)