



Service. Healing. Transformation.

Senior Coordinator, Marketing and Communications

About the Organization

One World Surgery (OWS) is a global nonprofit organization with the vision of a world committed to safe, timely and accessible surgical and primary care. One World Surgery's three cornerstone programs include operating global medical centers, leading medical missions, and supporting local medical communities through education and training. OWS funds and operates the world-class Holy Family Surgery Center in Honduras and the Saint Mother Teresa Medical Center in the Dominican Republic. Our mission is equally focused on providing access to medical care and igniting the spirit of service. We are 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 on global health.

At One World Surgery, our teammates are passionate about our mission; the work we do and the people we serve energize us. Our values guide how we perform our work, and they shape our organizational culture. We embrace a growth mindset, constantly learning and sharing knowledge (*Education*). We are committed to achieving ever-higher standards and impactful results (*Excellence*). We promote accountability and reliability, both personally and collectively (*Responsibility*). We seek opportunities to serve others (*Spirit of Service*) and treat others and ourselves with dignity, respect, and grace (*Compassion*). We foster a sense of community with our volunteers, partners, donors, and patients, valuing different perspectives and cultures (*Community*).

Position Summary

Reporting to the Development and Strategic Communications Manager, the Senior Coordinator of Marketing and Communications is responsible for executing high-quality communications that support One World Surgery's fundraising and engagement goals. The Senior Coordinator is responsible for executing the organization's marketing and communications plan and strategic stewardship and fundraising campaigns. This position plays a central role in translating communications strategy into clear, compelling, and well-executed content. The Senior Coordinator ensures that all communications are delivered on time, aligned with organizational priorities, and reflect a high standard of quality, consistency, and storytelling.

Reports to: Development and Strategic Communications Manager

Key Responsibilities

Content Development and Execution (90%)

- Translate strategic direction into structured, high-quality content
- Coordinate and execute annual fund campaigns, including:

- Email communications
- Digital content and landing pages
- Video production coordination
- Direct mail content and production
- Coordinate and execute the annual Impact Report, including:
 - Drafting and editing content
 - Managing cross-functional input and story collection
 - Coordinating design, revisions, and production
- Lead creation and execution of storytelling efforts, including:
 - Patient and volunteer stories
 - Partner and program narratives
 - Coordinate video productions, including:
 - Storyboarding and planning
 - Managing videographers and editing workflows
- Execute and manage all routine communication across key channels, including:
 - Email campaigns and monthly newsletters
 - Organizational collateral, such as brochures, fliers, posters, pitch decks, etc.
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 - Digital content creation (social media and website content); includes serving as primary backend editor for website or coordinating with web developers as needed
 - Event materials and presentation decks, as needed
- Manage multiple communications projects simultaneously, including timelines, deliverables, and production schedules across initiatives
- Ensure outputs are clear, compelling, and reflect strong storytelling and impact
- Coordinate content development across Development, Medical Missions, Clinical, and Administration Divisions

Quality Control and Brand Stewardship (10%)

- Ensure all content and communications:
 - Align with media policies and reflect dignity, impact, and organizational values
 - Meet high standards of accuracy, clarity, consistency, and attention to detail
 - Reflect One World Surgery's mission, brand, and voice
 - Use appropriate and non-repetitive imagery
- Serve as final quality review for all external communications prior to external distribution
- Communicate policies and ensure content meets expectations with external/volunteer videographers and photographers from medical mission groups or corporate partners
- Update and maintain OWS's Style Guide with a keen eye for grammar and consistency across platforms
- Update and maintain organization-branded documents and templates
- Support the organization and prioritization of communications requests in alignment with team priorities and capacity
- Maintain and organize a centralized content and asset library

Required Qualifications

- Bachelor's degree
- 4+ years of experience in communications, marketing, or related field, especially digital marketing and design
- Outstanding writing, editing, and storytelling skills

- Excellent organizational and time management skills
- Meticulous attention to detail and commitment to quality
- Strong collaboration and cross-functional communication skills
- A self-starter with a demonstrated ability to manage complex projects and multiple deadlines
- Ability to work in a fast-paced, evolving environment
- Interest in nonprofit sector and passion for service and global health
- A team player who is open to coaching and eager to develop and grow within the team
- Highly motivated and solution oriented with a high degree of integrity, ethics, discretion, and dedication
- Occasional evening and weekend availability
- Ability to travel internationally (Honduras and the Dominican Republic) and domestically (approx. 2-3 weeks per year)

Preferred Qualifications

- Experience supporting fundraising or nonprofit communications
- Experience with video production coordination and content development
- Comfort using emerging tools, including AI-assisted writing, editing, and graphics to improve efficiency
- Experience working with platforms such as Constant Contact, InDesign, Canva, or other similar platforms
- Experience working in global or multicultural environments
- Bilingual in English and Spanish

Location: Fully remote, may be located anywhere within the United States. Preference for candidates based in Denver or Minneapolis/St. Paul, and within 1 hour of a major international airport.

Status: Full time. Exempt from the provisions of wage and salary regulations.

Salary range: \$60,000-\$70,000 per year

Benefits: One World Surgery offers a competitive benefits package including group medical, dental, and vision plans; 401k with enhanced 4% employer match; employer paid life insurance; voluntary short and long-term disability insurance; Employee Assistance Program; 8 paid holidays; and unlimited Paid Time Off.

One World Surgery is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. One World Surgery is committed to providing reasonable accommodation, as required by law.

To Apply: [Please complete the application and submit your resume here.](#)