Healthy Caribbean Coalition (HCC) Consultancy Advert

18 November 2026

HCC Membership Coordinator

Part-Time Consultant (6-Month Contract) | 75% Full-Time Equivalent (FTE)

Join the Healthy Caribbean Coalition

The Healthy Caribbean Coalition (HCC) is a Caribbean alliance of civil society organisations whose mission is to harness the power of civil society - in collaboration with key national, regional and global partners - to galvanise bold action for NCD prevention and care in the Caribbean, leaving no one behind.

HCC is seeking a dynamic, people-centred and highly organised Membership Coordinator with strong civil society experience and excellent relationship-building, communication and digital skills. The successful candidate will strengthen HCC's membership management, engagement and recruitment efforts, helping to build a more active, connected and representative regional coalition.

I. Why Join the HCC

- Join a committed, collaborative, mission-driven team.
- Make a meaningful contribution to improving health across the Caribbean.
- Work with leading regional and international partners.
- Enjoy flexible, remote working arrangements.
- Grow professionally while supporting meaningful national and regional impact.

II. The Role

Reporting to the Executive Director, the Membership Coordinator will strengthen HCC's membership systems and lead efforts to recruit, engage and re-engage members. Central to the role is building trust, cultivating relationships, understanding member needs and fostering meaningful participation in HCC's programmes, advocacy initiatives and governance processes.

III. Key Responsibilities

- Support implementation of HCC's Membership Engagement Strategy and annual engagement plan.
- Strengthen membership management systems, including database maintenance, member onboarding, annual information updates and governance documentation.
- Lead targeted recruitment initiatives to expand and diversify HCC's membership, including recruiting and onboarding at least five new member organisations.
- Build and sustain relationships with members, re-engage less-active organisations and encourage greater participation in HCC's activities.

- Coordinate member engagement initiatives that foster collaboration, networking and collective action.
- Establish mechanisms to monitor member engagement, participation and satisfaction, and prepare an Annual Membership Engagement Report.
- Coordinate activity planning, implementation, monitoring and reporting.

IV. Qualifications and Experience

- **Relevant qualifications:** Degree in public health, social sciences, communications, development, nonprofit management or a related field, or equivalent professional experience.
- **Civil society experience:** Experience in membership coordination, coalition building, network engagement or stakeholder relations, preferably involving civil society organisations.
- **Interpersonal skills:** A dynamic, personable and people-centred approach, with the ability to build trust, cultivate relationships and mobilise participation.
- **Membership management and digital skills:** Experience managing membership records, coordinating onboarding and engagement activities, and using databases, spreadsheets and digital collaboration tools.
- **Organisational and project coordination skills:** Ability to plan activities, manage competing priorities, monitor progress and deliver outputs on time.
- **Communication skills:** Excellent written and verbal communication, including stakeholder engagement and report writing.
- **Initiative and resourcefulness:** A proactive, creative and solutions-oriented approach, with the ability to work independently and follow through on commitments.
- **Caribbean civil society and NCD knowledge:** Demonstrated knowledge of Caribbean civil society organisations, regional networks and NCD prevention and care priorities.

V. Contract Details

- Position: HCC Membership Coordinator
- Engagement: Part-time consultant, 75% FTE (approximately 30 hours per week)
- Duration: 6 months
- Contract Period: 1 January – 30 June 2027
- Monthly Consultancy Fee: US$2,400
- Reporting: HCC Executive Director
- Location: Remote

VI. How to Apply

Interested candidates should submit:

- A cover letter outlining their suitability for the consultancy.
- A current curriculum vitae (CV).
- Contact details for three professional referees.

Applications should be emailed to HCC at apply@healthycaribbean.org with the following subject: HCC Membership Coordinator Application – [INSERT FULL NAME].
Applications from suitably qualified candidates from across the Caribbean are strongly encouraged.

Deadline for submission of applications: 2 December 2026