

Job Posting – Program Assistant

Program Assistant, Caribbean Region

World Pediatrics (WP) is a growing international non-profit organization with a mission to heal critically ill children and build healthcare capacity in the World. We offer the opportunity to work with a dynamic and passionate team with a competitive compensation and benefits package.

Our Program Assistant, Caribbean Region position will work in office in our St. Louis office.

In addition, our benefits include 100% company-paid employee coverage for all health and dental insurance offered, a retirement plan with a company match, 11 ½ paid holidays and four weeks of PTO in year 1. We believe in a modern approach to Paid Time Off that aligns with flexibility and goes beyond the norm or required.

This Program Assistant, Caribbean Region is a non-exempt position with a salary range of \$48,000-\$52,000.

For more information about who we are, we invite you to visit <https://worldpediatrics.org/>.

Position Summary:

The Program Assistant serves as a key member of the Caribbean Programs team and is responsible for coordinating the medical supplies, equipment, inventory, and logistics required to support World Pediatrics' traveling medical teams throughout the Caribbean region. This position leads the acquisition, tracking, packing, shipping, and distribution of medical supplies and equipment while ensuring teams have the resources needed to successfully deliver patient care.

Working closely with medical volunteers, healthcare partners, in-country staff, and internal stakeholders, this role helps ensure the efficient planning and execution of medical team activities across the Caribbean region.

ESSENTIAL DUTIES include but are not limited to:

Medical Supply & Inventory Management

- Coordinate medical supplies and equipment for Caribbean medical teams.
- Manage inventory, shipping, and logistics for international medical missions.
- Partner with volunteers and clinical leaders to support team supply needs.
- Build relationships with medical supply vendors and donation partners.

Volunteer & Team Support

- Coordinate logistics and materials for volunteer medical teams.
- Support communication with volunteers, healthcare partners, and stakeholders.
- Collaborate with program staff to ensure successful medical team operations.
- Assist with reporting and other program support activities.

MINIMUM QUALIFICATIONS

Education

- Bachelor's degree in Public Health, Healthcare Administration, International Development, Global Health, Business Administration, Communications, or a related field preferred.

Experience

- 2–4 years of experience in program coordination, nonprofit operations, healthcare administration, global health, international development, or related fields.
- Experience coordinating multiple projects, events, stakeholders, or international activities preferred.
- Experience working with hospitals, healthcare providers, Ministries of Health, international programs, or nonprofit organizations preferred.
- Experience supporting budgets, reporting, donor-funded programs, or sponsorship programs preferred.

Skills

- Strong organizational and project coordination skills.
- Excellent communication and relationship management abilities.
- Proficiency in Microsoft Office Suite and database/CRM systems.
- Ability to manage logistics and multiple competing priorities.
- Strong attention to detail and commitment to accuracy.
- Ability to work effectively across cultures and geographic regions.
- Experience with program reporting, data management, and financial tracking preferred.
- Ability to work independently while collaborating effectively with diverse teams.

Work Environment

- In-office; St. Louis location with a hybrid schedule; Monday and Wednesdays are required days in office.
- Ability to work comfortably in both office and hospital and/or medical settings.
- Ability to work independently and collaboratively with global teams and partners.
- Frequent interaction with international stakeholders across multiple time zones.
- Ability to work in an open-office style environment with team members.

Physical Requirements include but are not limited to:

- Must be able to drive.
- Must be able to lift up to 25 pounds.
- Must be able to sit and work at a computer for extended periods.
- Must be able to travel domestically and internationally as needed.

World Pediatrics is committed to creating an inclusive work environment and welcomes applications from all genders, races, religions, sexual orientations, ages, and any other group that can bring diverse perspectives to our organization.

HOW TO APPLY:

If you are seeking to grow with an organization that is passionate about providing children with access to lifesaving and life-changing care, we would love to talk with you!

To apply, please submit your resume and cover letter to recruiting@worldpediatrics.org by July 27, 2026.