



www.csidnet.org

Job Title: Head of Operations – CSID Network

Salary: \$65,000 USD annually with a 5% cost-of-living adjustment per year

Start Date: April 15, 2025 (contract through at least December 2026)

Employment Type: Full-time (Fully remote, open to anyone in the world)

Reports to: Advisory Board

Supervises: Administrative Lead

Application Instructions

[Please apply here](#) by March 3, 2025.

Note: We encourage authentic responses—please refrain from using AI tools like ChatGPT to craft your answers. We want to hear from *you!*

Organization Mission and Vision

CSID Network connects a global, transdisciplinary community working on climate-sensitive infectious disease (CSID) tools. We aim to foster collaboration among climate and health researchers, software developers, and end users, ensuring these tools are developed and maintained by and for the communities most impacted. By promoting mutual aid, democratic governance, and distributed leadership, we strive to build a sustainable, community-led CSID field that bridges geographic and professional divides, enhancing the capacity to respond to climate-driven health challenges.

Position Overview

The **Head of Operations** will oversee the core operational functions of the CSID Network, a values-driven, scientific community of practice focused on enabling members to collaborate on the co-design, development, and maintenance of impactful Climate Sensitive Infectious Disease (CSID) tools. The network's operational and programmatic work are led by committees and working groups composed of volunteer members. A small team of core staff work closely with committees and working groups to support the smooth and efficient execution of network activities. This role involves managing key administrative, financial, and logistical processes, while supporting the network's working groups, committees, and events. As a core member of a lean, non-hierarchical team, the Head of Operations will practice self-management techniques and mutual accountability, drawing inspiration from cooperative structures and democratic community governance practices. This egalitarian approach puts in practice the network's values of prioritizing equity in our science and network-building efforts; building good relations for genuine collaboration and reciprocity; and advocating for a model of open science that builds toward collective, equitable, and just futures.

Key Responsibilities

Financial Oversight and Reporting

- Serves as the primary liaison between the network and its fiscal host to ensure accurate and timely financial reporting. This includes attending regular financial meetings with CSIDNet's fiscal sponsorship partner.
- Provides up-to-date reports on network spending, financial runway, and budgetary allocations to the Finance & Fundraising (F&F) Committee.
- Assist in budget planning, tracking expenses, and ensuring compliance with funding guidelines.

Event Operations Support

- Partner with the Gathering & Events Committee to provide operational and logistical support for the network's annual event and regional gatherings.
- Oversee event planning workflows, including vendor coordination, scheduling, and budget management.
- Ensure all events are delivered on time, within scope, and aligned with the network's goals.

Calendar and Workflow Management

- Collaborate with the administrative lead to maintain and manage the network's main calendar, ensuring alignment across all working groups (WGs) and committees.
- Collaborate with the administrative lead to schedule key meetings, deadlines, and events to facilitate collaboration and reduce scheduling conflicts.
- Identify workflow bottlenecks, and provide solutions for improved process and workflow strategies.

Infrastructure and Operations Support

- Ensure all working groups have the necessary tools, infrastructure, and operational support to meet their objectives.
- Troubleshoot and address challenges related to tools, platforms, or processes used by the network.

Human Resources and Contracting

- Serves as the primary liaison between the network and its fiscal host to ensure contracting and HR needs are efficiently addressed. This includes attending regular HR meetings with CSIDNet's fiscal sponsorship partner.
- Manage all human resources and contracting needs, including recruitment, onboarding, and contract administration.

- Ensure compliance with employment and contracting laws in collaboration with legal or fiscal partners.
- Maintain an up-to-date database of consultants, contractors, and staff.

Knowledge Management and Documentation

- Oversee the creation and stewardship of the network’s knowledge and process documentation.
- Ensure that all goal-setting, project progress, and decision-making records are accurately maintained and accessible.
- Build and manage a repository for best practices, policies, and operational procedures.

Relationships and Committees

The Head of Operations will work closely with the following committees:

- **Gathering & Events Committee:** Provide operational support for events.
- **Finance & Fundraising (F&F) Committee:** Ensure accurate financial reporting and alignment with budgetary goals.
- **Collaborative Committee:** Support cross-network collaboration and operational efficiencies.

The Head of Operations will operate in a self-managed, non-hierarchical structure, collaborating equally with other core team members to maintain transparency, mutual accountability, and shared decision-making. The role is supervised and supported by the Advisory Board, which provides strategic guidance and oversight.

Qualifications and Skills

Education & Experience:

- Bachelor’s degree in Business Administration, Operations Management, Nonprofit Management, or a related field (master’s degree preferred).
- 5+ years of experience in operations, project management, or a similar role within nonprofits, networks, or collaborative organizations.

Technical Skills:

- Proficiency with project management tools, financial software, and knowledge management systems.
- Familiarity with nonprofit financial management.

Soft Skills:

- Exceptional organizational and multitasking abilities.
- Strong communication and interpersonal skills to liaise with diverse stakeholders.
- Proven ability to work independently and take initiative.

Values and Approach:

- Commitment and alignment to the mission, vision, and values of CSID Network.
- Commitment to collaborative, democratic governance and self-management principles.
- Ability to thrive in a cooperative and egalitarian work environment with shared accountability.

Key Attributes

- Strategic thinker with a hands-on approach to operations.
- Collaborative mindset, with a commitment to supporting cross-network goals.
- Detail-oriented and committed to maintaining high standards of accuracy.

Language Proficiency

- Fluency in English (both written and spoken) is required for this role to ensure effective communication across the network's global, transdisciplinary community. Additional language skills, particularly in regions affected by climate-sensitive infectious diseases, are a plus and will be considered an asset.

This role offers a unique opportunity to shape the operational backbone of a vibrant, community-driven network while being part of a pioneering team that practices democratic governance and cooperative work structures. If you are passionate about operational excellence, collaborative leadership, and innovative approaches to governance, we encourage you to apply!

Work Environment

Our work environment is fully remote, offering flexibility and the ability to collaborate from anywhere. The role is primarily desk and computer-based, with occasional international travel to foster global partnerships and community engagement. We are particularly committed to hiring individuals based in regions impacted by climate-sensitive infectious diseases, ensuring our team brings valuable local perspectives to our global mission.

Travel Required

This role plays a key part in organizing CSIDNet's annual in-person conference. In 2025, the conference will take place in Thailand from July 21-26, requiring travel to support and participate in this pivotal event. There will likely be additional travel for regional events and other opportunities that arise.

Organization Values

Our community of practice actively addresses two major barriers: academic systems that discourage scientific collaboration and undervalue software and community work, and the racial and geographic inequities pervasive in scientific and CSID modeling fields. As a values-driven community of practice, we know that how we work together is as important as the external work we put into the world. Our values are not meant to be nice words that live on a shelf, CSIDNet

members—including all staff—strive to enact and embody our values in everyday work, interactions, and decisions. Our values serve as a shared compass for how we navigate the work ahead:

We prioritize equity in our science and network-building efforts. Our goal is to break away from conventional global science models where extraction—whether from individual researchers or from communities in certain regions—is common practice. Without embedding equity into every aspect of our work, we risk replicating the very extractive and oppressive systems we aim to dismantle, creating dynamics that distance us from the communities we seek as partners.

Building good relations is essential for genuine collaboration and reciprocity. Too often, “collaboration” is mandated by international scientific and development agencies, resulting in transactional relationships that rarely last, sustained only by funding. Inspired by Indigenous Science and Technology Studies, CSIDNet values the processes necessary to create and nurture good relations, recognizing that these relationships are foundational for authentic collaboration and meaningful reciprocity.

We believe in sharing what we can for collective futures. “Open science” has faced legitimate critiques: only those with privilege can fully participate; there are longstanding histories of extraction cloaked as openness; and open science can sometimes deepen marginalization. CSIDNet, however, believes that collaboration and knowledge-sharing—grounded in mutuality and care—are essential to achieving social justice through science. We advocate for a model of open science that builds toward collective, equitable, and just futures.

EEO statement

CSID Network provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Hiring Timeline

February 5, 2025: Job advertisement opens

March 3, 2025: Application deadline

Mid-March 2025: Shortlisted candidates notified via email.

Late March 2025: Interviews conducted with shortlisted candidates.

Mid to late April 2025: Start date and onboarding