Job Announcement for Administrative Project Associate, Salisbury, MD

Join MCN’s Team as a Full-Time Administrative Project Associate!

Migrant Clinicians Network (MCN) is hiring a full-time Administrative Project Associate to work in our Salisbury, MD office. Our mission is to bring education, technical assistance, peer support, and advocacy to the clinical field working towards health justice for the immigrant and migrant communities. The Administrative Project Assistant works integrally with the organization’s offices in Salisbury and Puerto Rico as well as with staff and offices in other locations. This position helps increase the efficiency of staff through day-to-day project support, coordination of meeting logistics and staff calendars, documentation of project activities, preparation of travel arrangements and other duties as assigned.

JOB DESCRIPTION

Core Competencies

- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years.
- Embodies the belief that health care is a right and displays a personal commitment to MCN’s values around migrant health and health justice.
- Demonstrates a commitment to creating an accessible, supportive, and inclusive environment that recognizes diversity and cultural competence as integral components of MCN’s work.
- Works in alignment with MCN’s organizational values; teamwork, innovation, excellence, and a passion for the mission.
- Applies MCN’s performance improvement goals and guidelines.
- Maintains a positive outlook and flexibility in MCN’s fast paced and dynamic environment.
- Demonstrates personal initiative in all activities.
- Develops and maintains relationships with a diverse community of office colleagues, remote staff members, and other organizations.
- Possesses excellent communication skills, both verbal and written.

Specific Responsibilities

- Schedule, organize and provide logistical support for meetings, both in person and virtually, and prepare meeting minutes as requested.
- Document project activities and encounters and assist with contact management via MCN’s technical assistance (TA) and contact database and other project management tools.
- Maintain and coordinate staff calendars.
- Prepare travel arrangements, itineraries, and reimbursement forms.
• Respond to information requests and prepare materials for distribution.
• Administer and prepare documents for new and departing staff and interns.
• Prepare daily correspondence; shipping and receiving.
• Maintain and document use of office petty cash, purchases, and reimbursements.
• Assist with data entry.
• Assist with distribution of materials for meetings and projects.
• Carry out light house keeping to keep the office tidy and clean.

**JOB REQUIREMENTS:**

• **Education:** Associate’s degree or equivalent required.
• **Language:** Bilingual in English and Spanish preferred. Oral and written fluency in English required.
• **Experience:** Two years of work experience. One to two years of administrative or other relevant work experience preferred.
• **Computer Skills:** Ability to use Microsoft Office 365, Adobe Professional and project management software. Overall comfort with computer use and computer-based communication.
• **Other Skills:** Strong organizational skills and excellent communication skills. Must be able to manage multiple tasks.
• **Authorization:** Applicant must be eligible to work in the United States and able to work regular working hours in US time zones.

**COMPENSATION**

MCN offers full-time employees an array of benefits including employer contributed retirement investment account, health insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays. Salary is commensurate with experience, $35,360 - $37,440 per year.

**START DATE:** Preferably by August 1, 2023.

**LOCATION:** Salisbury, MD

**APPLY**

Please submit a current resume and cover letter detailing your experience and qualifications along with contact information for at least three professional references to [https://app.smartsheet.com/b/form/06189ff0dd2d40928ca3a10c17399791](https://app.smartsheet.com/b/form/06189ff0dd2d40928ca3a10c17399791).
EQUAL EMPLOYMENT OPPORTUNITY
MCN provides equal employment opportunity without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity and/or expression, genetic information, ancestry, or HIV/AIDS status. MCN conforms to all applicable federal and state laws, rules, guidelines, and regulations and provides equal employment opportunity in all employment and employee relations.

DISCLAIMER
In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodation shall be made if it does not constitute undue hardships upon this organization.