



Program Associate

Summary

We are partnering with Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, to hire a full-time **Program Associate**.

MCN builds practical solutions at the intersection of migration, vulnerability, and health. Through training, technical assistance, resource and tool development, and opportunities for connection, we support tens of thousands of health care providers, community health workers, outreach teams, and other clinicians across the United States and Puerto Rico. We also provide direct services and community-based programming to migrants, immigrants, and other underserved and historically marginalized communities.

Our work is powered by a dedicated and mission-driven team committed to health justice. Most staff work remotely, with offices in Salisbury, MD, and San Juan, PR.

Reporting to the **Training and Community Engagement Director**, the Program Associate supports training and community engagement initiatives, including the **Ventanilla de Salud (VdS)** program at the Mexican Consulate in Austin, TX. This is a **hybrid role**, with approximately **50% on-site work** at the Consulate providing logistical and program support, and **50% remote work** supporting additional training and community engagement programming. The Program Associate plays a key role in ensuring projects are implemented effectively, efficiently, and on time.

This position is based in **Austin, TX** and requires on-site presence at the Mexican Consulate in accordance with the above.

Responsibilities

Program & Community Engagement Support

Provide on-site logistical assistance to the Austin VdS program, supporting the organization and implementation of health fairs, outreach events, and partner and client engagement activities.



Support community training and engagement projects led by MCN's Training and Community Engagement team.

Respond to requests for programmatic information and assist with disseminating resources through virtual, postal, and in-person channels.

Administrative & Operational Support

Provide administrative support for daily operations, including scheduling meetings, arranging travel and itineraries, taking meeting notes, managing internal and external communications, purchasing supplies, and processing reimbursements.

Maintain accurate documentation of program activities and enter data into designated tracking systems.

Assist with additional responsibilities and special projects as assigned by the supervisor.

Required Qualifications

Skills & Abilities

Ability to communicate effectively, both orally and in writing.

Bilingual in English and Spanish (required).

Demonstrated ability to establish effective and cooperative working relationships built on trust.

Excellent organizational and time management skills, with attention to detail.

Comfort using virtual platforms for internal and external communication.

Proficiency in Microsoft Office 365, including Teams, Outlook, PowerPoint, Excel, and Word.

Ability to manage multiple tasks and adapt in a dynamic, community-facing environment.



Education & Experience

Associate's degree required; bachelor's degree preferred in a related field.

One (1) to three (3) years of relevant work experience.

Compensation & Benefits

Starting salary: \$38,000 per year, Actual compensation will be determined based on experience, location, etc.

MCN offers full-time employees a competitive benefits package; details will be shared during the interview process.

Physical & Travel Requirements

Prolonged periods of sitting at a desk and working on a computer.

Occasional domestic and international travel may be required based on program needs.

How to Apply

Applications will be reviewed on a rolling basis until the position is filled. Please, no phone calls or walk-ins.

MCN provides equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. The organization complies with all applicable federal and state laws and provides equal opportunity in all aspects of employment.