



Job Announcement: Program Associate (Bilingual English/Spanish)

Summary

Migrant Clinicians Network (MCN), a 501(c)(3) national nonprofit founded in 1984, is hiring 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 care coordination to migrants, immigrants, and other underserved and historically marginalized communities.

Our life-saving work is powered by a diverse and passionate team committed to health justice. Most of our staff work remotely, with offices located in Salisbury, MD and San Juan, PR.

Reporting to the Training and Community Engagement Director, the Program Associate supports training and community engagement projects. This role provides logistical and program support related to training and community engagement. The Program Associate maximizes the effectiveness and timely implementation of projects related to community training and engagement.

Responsibilities

- 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.
- Organize and facilitate logistics for training and technical assistance events including meetings with organizational partners and educational events.
- Respond to requests for programmatic information and assist with disseminating resources (virtual, postal, and in-person).
- Document program activities accurately and enter data into designated systems.
- Compile content for reports to funding agencies.
- Additional responsibilities as needed.

Required Skills/Abilities

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- Demonstrated ability to communicate clearly and effectively, both orally and in writing, with diverse internal and external audiences.
- Bilingual in English and Spanish, with the ability to communicate professionally in both languages.
- Proven ability to build and maintain effective, cooperative working relationships grounded in trust, respect, and collaboration.
- Demonstrated ability to promote accessibility, inclusion, and cultural responsiveness.
- Ability to work independently, exercise sound judgment, and take initiative to advance work, solve problems, and manage responsibilities with minimal supervision.
- Strong organizational and time-management skills, with the ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Proficiency with Microsoft Office 365, including Teams, Outlook, PowerPoint, Excel, Word, and other relevant applications; overall comfort with virtual communication tools.

Education & Experience

- Associate's degree required, bachelor's degree preferred in related field
- 1–3 years relevant work experience

Physical & Travel Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Possible occasional domestic and international travel as needed.

Compensation & Benefits

MCN offers full-time employees a competitive and comprehensive benefits package; Salary between \$36,000 and \$40,000, and commensurate with experience and location.

Interested candidates are invited to apply via [the Deamer Group](#); search for Program Associate.

MCN provides equal employment opportunities to all individuals without regard to race, color, sex, religion, national origin, age, disability, pregnancy, sexual orientation, gender identity or expression, genetic information, ancestry, or HIV/AIDS status. We comply with all applicable federal and state laws, rules, and regulations, and provide equal employment opportunity in all aspects of employment and employee relations.