



Join MCN's Team as a **Bilingual Project Coordinator for Migrant Health**

Migrant Clinicians Network (MCN) is hiring a full time Project Coordinator for our Occupational and Environmental Health Division and East Coast Office, located in Salisbury, MD. We offer training, technical assistance and peer support for clinicians, health centers and community organizations. We also conduct advocacy and research with the goal of health justice for the mobile poor. This position is responsible for supporting and advancing MCN's mission with an emphasis on projects addressing Environmental Health, Worker Health and Safety, Children's Health and Community Mobilization. This office oversees projects throughout the US and Puerto Rico. We are working to expand our local capacity and currently have projects on the Eastern Shore.

PRIMARY ACTIVITIES INCLUDE:

- Organize and help facilitate virtual and on-site meetings and trainings with Community Health Workers (CHWs).
- Develop educational and project-related tools and materials and perform research activities.
- Maintain up-to-date project-related website content.
- Collaborate with MCN staff and partner organizations to support and enhance MCN's social media strategy which includes coordinating blog posts, updating MCN's facebook page and posting on twitter to promote organizational activities and explore relevant topics.
- Support and coordinate project activities involving clinician and CHW trainings, presentations, technical assistance and educational materials.
- Oversee the dissemination of MCN's educational materials.
- Assist with project documentation and the preparation of funding reports.
- Develop and maintain relationships with partner organizations.

CORE COMPETENCIES:

- Committed to working with MCN 2+ years
- Applies MCN's performance improvement goals and guidelines
- 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
- Embodies the belief that healthcare is a right
- Possesses excellent communication both verbal and written

JOB REQUIREMENTS:

- Bachelor's degree from an accredited four-year college or university.
- Ability to communicate effectively with diverse groups of individuals including migrant workers, medical personnel, MCN staff, partner organizations, and educational institutions.
- Written and oral fluency in English and Spanish.

“ A FORCE FOR HEALTH JUSTICE FOR THE MOBILE POOR ”

- Computer skills: Microsoft Office Suite, G Suite, basic HTML knowledge, and familiarity with project management, virtual meeting software and Adobe Suite, a plus.
- Able to manage multiple tasks; organized, methodical and attention to detail.
- Must have the ability to function independently within established program guidelines and prepare and maintain records and reports.
- Proven ability to continually adapt and learn new procedures and software programs.
- Must be enterprising, diplomatic and proactive at solving problems.

PREFERRED:

- Master's Degree in related field.
- Previous (one to two years) professional experience in related field.
- Project coordination experience.
- Experience in working with migrant and/or diverse populations, including Limited English Proficient populations.
- Program evaluation experience.

COMPENSATION:

MCN offers full time, salaried employees an array of benefits including: health insurance, retirement, disability insurance, life insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off, 21 days off after year three and 12 holidays. Salary is commensurate with experience.

START DATE : Preferably by August 1, 2018.

APPLY

Please submit a current resume and cover letter detailing your experience, qualifications, and salary requirements, along with contact information for at least three professional references to <https://app.smartsheet.com/b/form/848eb1c3996e4f4081e1c63f2456c857>

MCN is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.