



Join MCN's Team as a Bilingual **Program Manager for Occupational and Environmental Health**

Migrant Clinicians Network (MCN) is hiring a full time Program Manager for our Occupational and Environmental Health Division and East Coast Office. 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, COVID-19 and Community Mobilization. This office oversees projects throughout the US and Puerto Rico.

PRIMARY ACTIVITIES INCLUDE:

- Manage programs and conduct day-to-day project activity by contributing to the development, implementation and evaluation of project deliverables.
- Develop educational and project-related tools and materials, perform research activities.
- Document activities and contacts as well as draft reports to funding agencies, supervisor, and MCN's board of directors.
- Identify and network with local, regional, national and international partners to foster new projects and collaborate with project partners and contractors.
- Establish and maintain communication mechanisms within MCN to assure linkages and coordination of program efforts with other MCN activities.
- Contribute to the execution of MCN's annual strategic goals.

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:

- Education. Master's Degree in public health, social work, public policy, international studies or other related field from an accredited college or university.
- Experience. 1-2 years project management, coordination or program development experience.
- Computer Skills. Microsoft O365 Suite, basic HTML knowledge, and familiarity with project management, virtual meeting software and Adobe Suite, a plus

- Language: Bilingual in English and Spanish
- Other skills. Outstanding written and verbal communication skills and organizational skills required. Must be able to manage multiple tasks and projects. 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:

- Experience in working with migrant and/or diverse populations, including Limited English Proficient populations.
- 3-5 years project management and program development experience.
- Program evaluation experience.
- Familiarity with migrant populations, migrant health and occupational and environmental health and safety are also preferred.
- 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 December 1, 2020.

LOCATION: Salisbury, MD preferred. Satellite location will be considered

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/06189ff0dd2d40928ca3a10c17399791>

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.