Join MCN's Team as a **Program Manager for Migrant and Immigrant Health**

Migrant Clinicians Network (MCN) is hiring a full time Program Manager to join our team. MCN is a dynamic and innovative organization dedicated to health justice. We offer training, technical assistance and peer support for clinicians, health centers, community organizations and immigrant workers and their families. We also conduct advocacy and research. This position is responsible for managing a COVID-19 and infectious disease project targeting immigrants, migrants and refugees and the clinicians who serve them. It involves extensive networking with clinicians, public health professionals and organizations and community-based groups. In addition, this position supports the provision of technical assistance, development of resources, facilitation of educational activities, and management and analysis of data. Location for this position is Salisbury, MD, though working remotely from a satellite location will be considered, with preference to individuals located in the Mid-Atlantic region or Northeast region.

PRIMARY ACTIVITIES INCLUDE:

- Manage program 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 for a reasonable timeframe, preferably a minimum of two years.
- 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 verbal and written communication skills in English and Spanish.
- Applies critical thinking and problem solving skills to all activities.

JOB REQUIREMENTS AND PREFERENCES:

- Education-Master's Degree in public health, public administration, social work or other related field from an accredited college or university is required.
- Language-Bilingual English/Spanish or English/Haitian Creole is preferred.

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- Experience -Two years of project management and program development experience required. Project evaluation experience preferred. Familiarity with immigrant health and immigrant populations also preferred.
- Analytical and Computer Skills-Microsoft Office 365, basic HTML knowledge, and familiarity with quantitative analytic programs, project management, and virtual meeting software. Ability to use statistical methods to analyze data and generate useful reports required.
- 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.

COMPENSATION:

MCN offers full time, salaried employees an array of benefits including: health insurance, retirement, disability 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 October 1, 2020.

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 using our application form (here).

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.