



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

Migrant Clinicians Network (MCN) is hiring a full time Project Coordinator for East Coast Office, located in Salisbury, MD. MCN offers training, technical assistance and peer support for clinicians, health centers and community organizations on topics related to immigrant and migrant health. We also conduct advocacy and research with the goal of health justice for the mobile underserved. This position is responsible for supporting and advancing MCN's mission with an emphasis on projects addressing Environmental Health and Justice, Worker Health and Safety, Children's Health and Community Mobilization. This office oversees projects throughout the US and Puerto Rico.

### **PRIMARY ACTIVITIES INCLUDE:**

- Coordinate project activities including trainings and technical assistance, meetings, presentations, evaluation, educational material and resource development and evaluation.
- Organize and help facilitate virtual and on-site meetings and trainings with Community Health Workers (CHWs), clinicians and other partners.
- Develop educational and project-related tools and materials and perform research activities.
- Maintain up-to-date project-related website content.
- Oversee the dissemination of project-related educational materials and resources through print, social media and MCN's website.
- 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
- 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
- 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.
- Bilingual in English and Spanish.
- Computer skills: Microsoft 365 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 February 15, 2022

**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.