



## **Job Announcement: Director of Training and Technical Assistance**

### **Migrant Clinicians Network**

Position Title:	Director of Training and Technical Assistance
Location:	Remote, Proximity to a satellite office preferred (Northern California, Puerto Rico or Maryland)
Reports to:	Chief Program Officer of Workers, Environment and Climate
Position Class:	Employee
Compensation:	Benefits
Positions Supervised:	Project coordinators, program managers, senior program managers, administrative support
Travel Required:	Yes
Date:	March 2024

[Migrant Clinicians Network](#) (MCN) is a leading health nonprofit building practical solutions at the intersection of migration, vulnerability, and health. Working across the U.S. and Puerto Rico, MCN's team brings health justice to migrant, asylum-seeking, immigrant, and other historically and socially marginalized communities. To do so, we provide education, resources, and technical assistance to the clinicians who serve those communities; we engage directly with migrant patients through our innovative virtual case management system, Health Network; and we advocate for the health needs of marginalized people.

Founded in 1984, MCN is headquartered in Austin, Texas, with offices in Chico, California; Salisbury, Maryland; and San Juan, Puerto Rico. Our success lies in the perseverance, dedication and expertise of our team. MCN is well known for its strong internal culture and highly collaborative, supportive, and responsive staff, with a robust commitment to repairing relational harm and advancing DEIJ through internal committees and processes. Over 79% of MCN employees are bilingual or trilingual, and 82% belong to groups underrepresented in the biomedical, clinical, and behavioral sciences.

A cornerstone of MCN's offerings to clinicians is our highly rated and effective education initiatives, offered virtually and in-person throughout the year, in English and Spanish, to thousands of clinicians in

***A force for health justice / Somos una fuerza dedicada a la justicia en salud***

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the United States and worldwide. This Director position provides oversight of MCN's bilingual continuing educational content for clinicians and community health workers and MCN's training and technical assistance initiatives provided to community health centers, health departments, community-based organizations, government agencies and universities. The Director is additionally responsible for: extensive networking and liaising with partner organizations; implementing and developing programmatic foundation and government grants; and supervision of all members of the education team.

### **Core Competencies**

- Committed to working with MCN for a reasonable timeframe, preferably a minimum of two years.
- Embodies the belief that health care is a right and displays a personal commitment to MCN's values around migrant health and health justice.
- Demonstrates a commitment to creating an accessible, supportive and inclusive environment that recognizes diversity and cultural competence as integral components of MCN's work.
- 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.
- Possesses excellent communication skills, both verbal and written.

### **Specific Responsibilities**

**50% Program Oversight:** Develop, implement and direct MCN's educational, training and technical assistance efforts to ensure products are delivered with excellence, and objectives carried out with quality, on time and within budget. Oversee program budgets in coordination with MCN's financial branch. Ensure effective rollout, implementation and evaluation of programs and initiatives. Ensure educational, training and technical assistance activities are efficiently documented. Contribute to required reporting processes. Establish and maintain communication mechanisms within MCN to ensure linkages and coordination of program efforts with other MCN activities.

**15% Program Development and Opportunity Identification:** Write grants and network with funders and partners to support and fund projects and salaries. Identify and pursue opportunities to foster new projects and funding sources.

**15% Program Staffing:** Manage a high performing team of employees (Project Associates, Project Coordinators, Program Managers, Sr. Program Managers), contractors and interns. Evaluate staff performance.

**10% Subject Matter Expertise:** Offer content expertise regarding migrant and immigrant health and clinical education.

**10% Partnerships:** Develop sustainable and successful partnerships with a variety of stakeholders to further programmatic efforts and MCN's mission.

### **Job Requirements**

- A. Education. Master's degree or advanced degree in nursing or medicine, public health, educational social work, public policy, international studies or other related field from an accredited college or university.
- B. Language. Oral and written fluency in both English and in Spanish.
- C. Experience. 10 years of project management, program development and supervisory experience required. Knowledge of migrant and immigrant health required. Experience with clinical continuing education, adult education, project evaluation and federal grant management strongly preferred.
- D. Computer Skills. Proficient in Microsoft Office 365. Overall comfort with virtual communication.
- E. Other skills. Outstanding written and verbal communication skills and organizational skills required. Must be able to manage multiple tasks and projects.

### **Compensation**

MCN offers full-time, salaried employees an array of benefits including employer-contributed investment account, health insurance, a health and well-being stipend, monthly contributions to a health savings account, 18 days/year of paid time off and 12 holidays. Starting salary range is \$75,000 to \$95,000 and is commensurate with experience.

### **Equal Employment Opportunity**

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

### **Disclaimer**

In any organization or job, changes take place over time. Although an effort will be made to keep job-related information current, this is not an all-inclusive list of job responsibilities. MCN reserves the right to revise or change job duties and responsibilities as the business need arises, or as program needs change. In compliance with EEOC 29 CFR, part 1630, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodation shall be made if it does not constitute undue hardships upon this organization.

*Learn more about Migrant Clinicians Network and apply for this position at:*  
[www.migrantclinician.org/careers](http://www.migrantclinician.org/careers).