



Education Project Coordinator (Bilingual English/Spanish Preferred)

MIGRANT CLINICIANS NETWORK, INC.

Job Announcement

Job Title:	Education Project Coordinator
Reports to:	Director of Training & Technical Assistance
Location:	Remote, or at one of MCN's offices in Chico, CA; Austin, TX; Salisbury, MD; or San Juan, PR
Employment Type:	Full-Time, Non-Exempt
Positions Supervised:	None
Travel Required:	Occasional
Date:	January 2025

Migrant Clinicians Network

Migrant Clinicians Network (MCN), founded in 1984, is a national non-profit organization pushing back against health inequities and structural racism to help migrants and asylum seekers, immigrants, and other historically marginalized communities gain access to quality care when they need it. Our mission is to create practical solutions at the intersection of vulnerability, migration, and health. We envision a world based on health justice and equity, where migration is never an impediment to well-being.

People across the US are marginalized by our health care system because of language barriers, poverty, legal status, rural locations, and migration. Health inequities and structural racism impact the ability of migrants and immigrants to access care when they are migrating, and when they first arrive at their new communities. Climate change and other emerging or rapidly changing forces may interrupt care or prompt health emergencies.

Clinicians who serve these marginalized communities struggle to reach them, and lack the strategies, resources, and technical assistance to effectively remove barriers to ensure culturally relevant, linguistically appropriate, high-quality care is accessible.

Migrant Clinicians Network is transforming the health system to remove those barriers, connecting migrants, immigrants, asylum seekers, and other marginalized communities with care, and

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

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bolstering the clinicians who serve them. MCN develops practical solutions to the biggest challenges in migrant and immigrant health, supporting both clinicians and migrants directly

I. JOB DESCRIPTION

A. Summary

The Education Project Coordinator is an important position at Migrant Clinicians Network (MCN), supporting MCN's training and technical assistance (T/TA) activities, funded by HRSA, other federal agencies, private entities, and partner organizations. In collaboration with MCN's T/TA team, this position works to elevate MCN's education activities that include webinars, learning collaboratives, podcasts and resource development. The Education Project Coordinator backs up other MCN Project Coordinators when needed.

B. 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.
- Possesses excellent verbal and written communication skills.
- Applies critical thinking and problem-solving skills to all activities.
- Is highly organized to keep track of and complete a wide variety of tasks under tight deadlines.
- 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.

C. Specific Responsibilities

- Project coordination: Organize and facilitate logistics for T/TA events, activities and meetings, which may include coordinating marketing, translation, webinar recordings and continuing education procedures. Support T/TA project partners during ongoing collaboration activities, attend T/TA meetings with partners to plan, develop and run education events, document activities for reports in related systems and Smartsheets.

- Educational materials and resources: Develop educational and project-related tools and materials, slide decks, perform research activities, back-up Communication Project Coordinator when needed, which may include a variety of marketing methods, social media posts, and website content updates.
- Reporting and Documentation: Document activities and contacts in Smarthsheets and relevant systems, as well as compile material for reports to funding agencies as required.
- Program Synergy: Establish and maintain communication mechanisms within MCN to assure linkages and coordination of program efforts with other MCN activities.

Other assignments may be required based on the needs of the organization.

II. JOB REQUIREMENTS

- Education:** Bachelor's Degree in health sciences, public health, community health or other related liberal arts field from an accredited college or university, or the equivalent combination of education and experience.
- Language:** Oral and written fluency in English required, bilingual English/Spanish preferred.
- Experience:** 1 year of related work experience required, 2-4 years preferred. Familiarity with migrant and immigrant populations, migrant health, infectious diseases, or occupational and environmental health and safety, preferred.
- Analytical and Computer Skills:** Strong Microsoft 365 Suite and virtual meeting software required; basic HTML knowledge, familiarity with project management, Adobe Suite, social media platforms, and/or GIS mapping knowledge a plus.
- Authorization:** Applicant must be eligible to work in the United States and able to work regular working hours in US time zones.
- Other skills:** Outstanding written and verbal communication skills and organizational skills required. Must be able to coordinate multiple tasks and projects. Must have the ability to function independently within established project guidelines, and continually adapt and learn new procedures and software programs. Must be enterprising, diplomatic, and proactive at solving problems.

III. COMPENSATION

MCN offers full-time employees a comprehensive benefits package, including:

- Health insurance coverage, short-term, long-term disability, life insurance
- Health and well-being stipend
- Monthly contributions to a Health Savings Account (HSA)
- Employer-contributed retirement investment accounts
- Paid time off: 18 days annually
- 12 paid holidays per year

- Salary: Starting range is \$36,000 to \$50,000, commensurate with experience

V. EQUAL EMPLOYMENT OPPORTUNITY

MCN provides equal employment opportunity 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.

VI. DISCLAIMER

MCN reserves the right to revise or change job responsibilities and duties as needed. Changes will be communicated as necessary. In compliance with EEOC guidelines, accommodations will be made to support individuals with disabilities in performing essential job functions

TO APPLY

Interested candidates are invited to upload their resume and cover letter outlining interest and qualifications as PDF or Word documents on this form or on Migrant Clinicians Network's website, www.migrantclinician.org.