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POSITION DESCRIPTION**Massachusetts Health Officers Association (MHOA)**

Job Title: Academic Public Health Corps (APHC) Operations Assistant

Reports To: APHC Project Coordinator

Status: Exempt

I. General Summary

The APHC Operations Assistants are responsible for maintenance, management, and development of client facing projects, APHC Corps members, and workflow processes for the APHC. The Operations Assistants directly supervise and mentor Corps members on their projects and deliverables across a variety of projects relevant to local and state health, including but not limited to projects related to data, communications, health equity, and research. Operations Assistants will leverage project management skills to ensure the APHC is able to efficiently add value to its local health partners and clients.

II. Essential Functions

- Supervision
 - Meet regularly with APHC Corps members to provide supervision and management as it relates to projects, their experience with the Corps, and their professional development.
 - Ensure Corps members are compliant with deadlines, deliverables, and tasks.
- Client management and new business
 - Conduct consultation calls with local boards of health to develop new projects for the APHC, then deploy Corps members to the project.
 - Maintain project charters with clients to ensure clarity of reporting, mutual expectations, and a professional ethos.
 - Develop relationships with local boards of health to create ongoing projects.
- Project management
 - Use ClickUp project management software to ensure work is being completed on projects in a timely and satisfactory manner.
 - Use project management and lean tools to increase efficiency and consistency of APHC projects and deliverables.
 - Maintain thorough project documentation and process documentation to facilitate replication models and continuous process improvement.

- Facilitate project, task, or deliverable-based meetings with Corps members.
- Organizational and collective duties
 - Use standard interview guides and templates to conduct Corps members hiring and interviews.
 - Maintain Corps member employee information and status for planning, staffing, and reporting purposes.
 - Meet with the APHC project coordinator concerning work, process improvement, and professional development.
 - Maintain thorough and responsive communications related to any responsibility outlined and respond to inquiries as needed.
 - Participate in APHC or MHOA meetings and organizational-wide initiatives as needed.

III. Job Requirements

Qualifications

- Bachelor's degree or equivalent experience in public health or related field.
- Demonstrated experience managing interns or student supervisees or volunteers to outcomes.
- Ability to integrate health equity and racial justice into responsibilities and workforce initiatives.
- Knowledge of local public health, public health, and workforce development principles and practices, especially in working with APHC/academic/internship model.
- Demonstrated experience using project management software; or ability to quickly learn modernized management systems.
- Strong critical thinking, excellent organizational and communications skills, and attention to detail and accuracy are essential.
- Ability to work on several projects, programs, or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- An understanding of client centered work and relationship management practices, and demonstrated customer service ethic.
- Demonstrated experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds is required.
- Commitment and understanding of social justice and health equity principles and practice as they relate to this position.
- Commitment to continuous learning and growth as a public health professional.
- Commitment to the mission, vision, and values of MHOA.
- Ability to work remotely.
- Willingness and ability to travel to locations within Massachusetts.



An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.

IV. Working Conditions/Physical Demands

This position works remotely and is contingent upon continued grant funding. Automobile travel within Massachusetts will be required. The employee operates standard office equipment. The employee will have regular interaction with APHC members, MHOA staff, Office of Local and Regional Health, Massachusetts Department of Public Health MDPH, municipal and state public health organizations, and private organizations. Contacts are in person, by telephone, email, virtual, and in writing, and require excellent interpersonal and communication skills, which may change in the future.

V. Hours and Compensation

- 25 hours per week
- Salary: \$40,000 plus insurance stipend, holidays/sick days.
- This position will work remotely and is dependent upon continued grant funding.

To Apply: Please submit a resume and cover letter to careers@mhoa.com by July 24, 2022. Currently, the MHOA is hiring for two (2) positions.

Americans with Disabilities Statement

Must be able to perform all essential functions of this position with reasonable accommodation if disabled.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities and skills required by individuals so classified. MHOA reserves the right to modify position duties at any time to reflect process improvements and business necessity.

