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Operations Coordinator, Academic Public Health Corps Massachusetts Health Officers Association (MHOA)

I. Position Description

The [Massachusetts Health Officers Association \(MHOA\)](#) is seeking an Operations Coordinator to join our small, fast-paced APHC team. The [Academic Public Health Corps \(APHC\)](#) is a pipeline program for the local public health workforce in Massachusetts. We hire and supervise a diverse group of Corps members (college-level public health interns) to complete timely projects for local health departments. Our goals are to: (1) Support local public health departments, (2) Fill the local public health workforce gap, and (3) Advance health equity in Massachusetts.

Reporting to the APHC Operations Specialist, the APHC Operations Coordinator is responsible for coordinating the day-to-day operations of the APHC. **A successful candidate will be dependable, organized, a good communicator, and have previous experience coordinating projects.** This is a full-time, primarily remote position, with the exception of approximately 12-15 required in-person meetings per year.

To apply: Please submit a resume and cover letter to careers@mhoa.com by October 16, 2023. Applications will be reviewed on a rolling basis.

II. Duties and Responsibilities

- Supervision
 - Supervise and mentor APHC Corps members, including leading regular team and 1:1 meetings
 - Ensure Corps members are compliant with deadlines, deliverables, and tasks
 - Ensure a successful internship experience for the Corps members
- Operations
 - Meet with staff from local health departments to define project requirements, scope, and objectives
 - Maintain prompt, professional communications with clients
 - Create and maintain project documentation
 - Assign projects to Corps members and monitor their progress, ensuring that projects stay on schedule and fulfill the client's needs

- Track project progress using project management tools
- Administrative
 - Participate in the Corps member hiring process
 - Lead Corps members trainings and professional development
 - Attend APHC or MHOA meetings as needed
- Perform other similar job-related duties as requested or required

III. Required Qualifications

- Bachelor's degree or equivalent experience in public health or related field
- Must be a Massachusetts resident and able to commute to in-person meetings when needed
- Committed to building and supporting a diverse workplace
- Excellent time management and organizational skills, with strong attention to detail
- Excellent written and oral communication skills
- Demonstrated ability to multitask and meet deadlines
- Able to take personal initiative and exercise independent judgment
- Strong customer relations skills
- Collaborative work style, able to work well within and across departments

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. Preferred Qualifications

- Demonstrated experience using project management software; or ability to quickly learn modernized management systems
- Supervisory experience
- Experience with health communications, data analysis and visualization, or local/ community public health

V. 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.



VI. Hours and Compensation

- Full time (37.5 hours per week)
- Salary range: \$59,000–\$62,000
- Remote position
- Ability to work flexible hours as needed to support business needs
- Mileage reimbursement for work-related travel
- Benefits include:
 - Health insurance stipend
 - Annual Paid Time Off package: 15 vacation days, 15 sick days, 12 paid holidays, 2 personal days
 - Retirement plan with company contribution
 - Home office stipend
 - Work laptop
 - Strong commitment to professional development, including an annual training budget
- This position is contingent upon continued grant funding.

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.

MHOA/APHC is proud to be an equal opportunity and affirmative action employer. We value diversity and are committed to creating a workplace that reflects this commitment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

