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**Subject Matter Expert
Massachusetts Health Officers Association (MHOA)**

I. Position Description

The [Massachusetts Health Officers Association \(MHOA\)](#) is seeking contract public health Subject Matter Experts to join our team.

Reporting to the Executive Director, Subject Matter Experts (SMEs) are a part of a Massachusetts Department of Public Health grant funded program that supports work toward the [Blueprint for Public Health Excellence](#). This is primarily a remote contractor role that will bill hourly each month for services rendered. The number of hours per month varies depending upon requests received from local public health departments and shared services arrangements. SMEs are experienced professionals committed to collaboration, health equity and supporting local public health professionals.

II. Duties and Responsibilities

Subject matter experts provide guidance and resources to support local public health (including shared services arrangements, training hubs, and local health departments) in the following technical assistance areas: [Capacity Assessment](#), [Foundational Public Health Services](#), Massachusetts Department of Public Health [Performance Standards](#), and external management including but not limited to surveys, assessments, evaluations, backup documentation review, director level support services, relationship support, strategic planning, workplan and budget alignment/development, and document retrieval support.

SMEs accept assignments such as working with local public health professionals interested in meeting or achieving performance standards, collaborating to share public health services, and supporting DPH in planning and development of support/evaluation of local public health.

III. Qualifications

- Extensive Massachusetts Local Public Health experience, or relevant expertise in another jurisdiction
- Committed to racial equity, and 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
- Strong customer relations skills

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 contractor role primarily works remotely and is contingent upon continued grant funding. Automobile travel within Massachusetts may be necessary. The employee operates standard office equipment. The employee will have regular interaction with MHOA staff, Office of Local and Regional Health, Massachusetts Department of Public Health (MDPH) staff, 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

- Hours vary by month, but typically include a one hour-long organizational meeting and the option to accept additional assignments
- Some daytime availability required during typical business hours
- Rate: \$100 per hour, billed monthly no later than 3rd business day following the last day of the previous month
- Remote position, with occasional in person meetings
- Ability to work flexible hours as needed to support business needs
- Mileage reimbursement for pre-approved travel
- No benefits
- 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.

At MHOA, we are committed to fostering a diverse and inclusive workplace. We believe that our employees' and contractors' unique experiences, perspectives, and skills contribute to our success. We provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are dedicated to complying with all applicable federal, state, and local laws concerning non-discrimination and anti-harassment. MHOA also makes reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state or local law. If you require assistance or an accommodation during the application process, please contact us at info@mhoa.com.

The job description above is intended to outline the general nature and level of work being performed by individuals in this position. It is not exhaustive of all responsibilities, duties, or skills required. MHOA reserves the right to modify or amend this job description at any time based on business needs, process improvements, or other operational requirements.

Applications will be accepted on a rolling basis, with preference given to those who apply by Nov. 1, 2024. To apply, submit a cover letter and resume to [Clariese Natal, cnatal@mhoa.com](mailto:cnatal@mhoa.com).