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**Career Development Program Director
Massachusetts Health Officers Association (MHOA)**

I. Position Overview

The [Massachusetts Health Officers Association \(MHOA\)](#) seeks a Career Development Program Director to join our small, dynamic team. Reporting to the MHOA Executive Director, the Program Director will oversee the management, success, and growth of the MHOA's new career development program. This initiative will train primarily community college students to become local public health professionals, with the goal of securing full-time employment in the local public health field upon completion.

A successful candidate will be an inclusive leader and manager with prior program management experience who is dedicated to fostering a diverse career development program for local public health careers in Massachusetts. This is a full-time, primarily remote position, with the exception of approximately 12-15 required in-person meetings per year.

II. Application Process

Please send a resume and cover letter to careers@mhoa.com by January 13, 2025 Applications will be reviewed on a rolling basis.

III. Key Responsibilities

- Oversee the planning, administration, and supervision of all aspects of the Career Development Program, ensuring alignment with MHOA's mission and goals.
- Supervise, mentor, and support a diverse team, fostering an inclusive and collaborative organizational culture.
- Lead the formulation and execution of strategic and sustainable planning and implementation.
- Build and maintain strong, collaborative relationships with community partners.
- Manage the grant administration process, including budget oversight and reporting.
- Create and present monthly reports
- Develop marketing strategies to promote program services, increase awareness, and attract participants.
- Continuously monitor and evaluate program processes, outputs, and impact.
- Perform additional job-related duties as required.



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IV. Qualifications

- A Bachelor's degree is required; Master's degree preferred.
- Must be a Massachusetts resident with the ability to attend in-person meetings.
- Strong understanding of project/program management techniques and methods.
- Excellent organizational, communication, and leadership skills.
- Commitment to health equity and racial justice, with the ability to integrate these values into workforce initiatives.
- Strong alignment with MHOA's mission, vision, and values.
- Preferred, but not required:
 - Previous experience working with community college students.
 - Background in local public health, career counseling, or workforce development.
 - Familiarity with instructional design and performance evaluation techniques.
 - Experience with program startup.

An equivalent combination of education and experience that demonstrates proficiency in the required areas may be accepted in lieu of the stated qualifications.

V. Working Conditions/Physical Demands

This position works remotely, with automobile travel within Massachusetts required. The employee operates standard office equipment. This position will regularly interact with the Board of Directors, MHOA members, municipal and state organizations, and private organizations. Contacts occur in person, by telephone, email, virtual, and in writing and will require excellent interpersonal and communication skills.

VI. Hours, Compensation, and Benefits

- Full time (37.5 hours per week)
- Salary: \$80,000 to \$90,000 annually, depending on experience
- 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: 15 vacation days, 15 sick days, 12 paid holidays, 5 paid floating holidays, 2 personal days
 - Retirement plan with employer contribution
 - Home office stipend and work laptop provided
 - Commitment to professional development, including an annual training budget
- This position is contingent upon continued grant funding.

At MHOA, we are committed to fostering a diverse and inclusive workplace. We believe that our employees' 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.

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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. Employees may be assigned duties outside of their normal responsibilities as needed.