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

I. Position Overview

The [Massachusetts Health Officers Association \(MHOA\)](#) seeks a Career Development Program Coordinator to join our small, dynamic team. Reporting to the Career Development Program Director, the Coordinator will play a key role in supporting the daily operations and delivery of our new career development program. This initiative will train community college students to become local public health inspectors, with the goal of securing full-time employment in the local public health field upon completion.

A successful candidate will be organized, an excellent communicator, and have prior program coordination experience, while 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 submit a resume and cover letter to careers@mhoa.com by March 28, 2025. Applications will be reviewed on a rolling basis.

III. Key Responsibilities

- Support program operations by completing day-to-day tasks under the guidance of the Program Director to ensure smooth delivery of all program components
- Supervise and mentor Career Development Program members, providing guidance, professional development, and regular check-ins to ensure a successful experience
- Facilitate career readiness by supporting participants in building job search skills, including interviewing, networking, and resume-building
- Maintain consistent and professional communication with Program members and health department staff to support successful program delivery
- Assist with logistical issues, such as coordinating schedules, ensuring timely deliverables, and resolving any challenges Program members or health departments may face
- Track and maintain documentation for Program members, health departments, and internal use to ensure accurate and organized records
- Assist with the recruitment and hiring process of Program members
- Contribute to the Career Development Program design and continuous improvement, helping to ensure the program achieves its goals while continuing to run smoothly
- Attend and support program and MHOA meetings/events
- Perform additional job-related duties as required

IV. Qualifications

- Bachelor's degree or equivalent experience in public health or a related field
- Must be a Massachusetts resident with the ability to attend in-person meetings
- Prior experience in local public health
- 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
- Excellent time management, organizational skills, and attention to detail
- Strong written and verbal communication skills
- Proven ability to multitask and meet deadlines
- Self-motivated with the ability to exercise independent judgment
- Strong customer relations skills and the ability to support both participants and health department staff effectively
- Collaborative work style, able to work well within and across departments
- Preferred, but not required:
 - 2+ years of relevant experience (e.g., local health inspections, training, experiential learning, or related)

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. The employee will regularly interact with 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 range: \$60,000 to \$70,000 annually, depending on experience
- Ability to work flexible hours as needed to support Program 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, 5 paid floating holidays, 2 personal days
 - Retirement plan with company contribution
 - Home office stipend and work laptop
 - Commitment to professional development, including an annual training budget
- This position is contingent upon continued grant funding



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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.

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.



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