



Program Coordinator Job Description

Founded in 1959, *Mission Doctors Association* (MDA) is a national non-profit organization dedicated to the recruitment, training, sending and supporting of Catholic Doctors and their families to serve in response to requests from Bishops and Religious orders in Africa and Latin America.

MDA is seeking a Program Coordinator to work with current staff and formation team to support the development and implementation of this mission.

The ideal candidate is collaborative; detail-oriented; has excellent communication skills; has international service experience; experience working with Catholic organizations; capable of problem solving; is self-motivated; enjoys being part of a team; has experience, or is interested in, working with medical professionals and their families; and is committed to the long-term success of MDA's program goals.

Job responsibilities include:

- Belief in and work towards actualizing the mission of MDA;
- Support the recruitment of qualified doctors from diverse backgrounds;
- Assist with the coordination of program goals to increase the number of doctors serving in both the long and short-term programs;
- Communicate with applicants and ensure appropriate follow up;
- Assist the doctors and their families applying for service to provide needed documentation and steps necessary to complete application, visas and work permits;
- Provide onsite support for candidates during the long-term formation program, at Retreat /Seminars and other program offerings;
- Practice a high level of integrity and honesty in maintaining confidentiality;
- Coordinate details of international placement and arrival working with formation team and in communication with Bishops and Hospital Administrators;
- Maintain positive relationships with doctors preparing to serve, those currently serving and those who have returned from service (vets), and provide timely communication with each group;
- Support doctors and their families currently serving internationally, and help evaluate future needs at mission locations, **with periodic travel to remote international mission sites** and in communication with Bishops and Hospital Administrators;
- Support the communication efforts of MDA working with those preparing to serve and in service, to help tell the story of the value of their work;
- Prepare service reports as requested by executive staff and board.
- Participate in speaking engagements for recruitment and fundraising **including periodic domestic travel**;
- Collaborate with MDA staff and formation team and Program Committee of the Board of Directors to ensure that all initiatives that are part of the Strategic Plan, are achieved;
- Support the planning and implementation of other goals as needed;
- Bring a positive and supportive attitude to all efforts;

The successful applicant will possess the following characteristics, skills and abilities:

- Demonstrated success in collaborative work environment;
- Bachelor's degree or equivalent;
- Demonstrated success working in a faith based organization;
- Demonstrated success coordinating programs or services;
- Proven ability to maintain confidentiality;
- Experience working with and/or in a nonprofit organization;
- Excellent communication skills;
- Excellent organizational skills;
- Ability to be available to work weekends and evenings occasionally;
- **Ability to travel both domestically and internationally** to remote mission locations which may require specific immunizations or preventative medication (i.e. Yellow Fever vaccine / malaria prophylaxis);
- Comfort and sensitivity in international cross cultural settings;
- Skilled with Microsoft Office;
- Comfortable utilizing new technology, including online platforms;
- Ability to adapt and be flexible under changing circumstances;
- Team player with the ability to multitask when needed;
- Creative problem-solver;
- A passion for the value of international medical service;
- Effective public speaker;

Program Coordinator is employed at will. The salary range for this position is \$50,000 to \$54,000 annually.

Mission Doctors' generous benefits package includes

- 15 days of vacation
- 12 paid holidays
- Employer paid Medical/dental/optical health coverage for employee, and opportunity for employee to add coverage for dependents;
- Disability;
- Employer sponsored 401K retirement plan
- Employer matching contributions to 401K retirement plan for vetted employees;

Program Coordinators must be committed to diversity, inclusion, and equity work.

Mission Doctors Association is an Equal Opportunity Employer.

To apply

Interested persons should submit cover letter and resume electronically as PDF or Word attachments to: director@missiondoctors.org with **your last name and Program Coordinator** in the subject line.

Please include:

- Cover letter
- Resume

After initial screening of applicants, we may request:

- Signed permission to conduct a criminal history background check
- Three professional references (name, phone number and email address)

Successful clearance of pre-employment reference checks and criminal history background checks required for final hire.

Full Covid19 immunization required due to congregate living of candidates preparing to serve internationally

Questions you may have about the position will be addressed during the interview. We will screen applications and schedule interviews from mid-April.