



EQUALHEALTH

EqualHealth works with local partners to support strong, sustainable medical and nursing education systems in Haiti

Job Title: Managing Director of Programs and Operations

Reports to: Founding Co-Directors, EqualHealth

Location: Boston, MA (with up to 25% travel)

General Summary:

EqualHealth (EQ) was founded in 2011 following the devastating earthquake in Haiti on January 2010. The mission of EqualHealth is to inspire, empower, and support the development of leaders among the next generation of Haitian health professionals. We envision a healthy Haitian population that has the knowledge and ability to reduce the incidence of disease and access to an effective health care system run by qualified medical professionals who provide world-class, evidence-based care. Since our founding, more than two thousand Haitian doctors, nurses, and students have participated in EqualHealth's programs.

As a founding member of the Social Medicine Consortium (SMC) since 2014 and its fiscal and administrative home, we have built on our work in Haiti by developing and implementing social medicine curricula globally; developing and supporting models of social medicine in practice; and organizing people and communities around actions to advocate for their interests. The SMC is rooted in the belief that inequity kills, and that together we can achieve health equity by constructing systems that demand justice, recognize our global interconnectedness, and enable the next generation of health professionals to effect change. We are currently in the process of merging EqualHealth, the SMC, and a partner organization, SocMed, to more effectively advance the movement for global health justice.

General Responsibilities:

Vision for the role

The newly created position of Managing Director of Programs and Operations will take EQ to its next level of growth and impact by evaluating current programmatic activities, expanding program directions, and refining operations. The candidate will work with EQ's board, volunteers, and staff to advance the internal programmatic work of EqualHealth (and the new merged organization), and collaborate with its partners who are global leaders in social medicine pedagogy, activism, and practice.

The Managing Director of Programs and Operations is responsible for programmatic effectiveness, maintaining administrative systems, and supporting strategic planning.

Additional expectations include:

- Establish professional and personal credibility with our leadership team, partners, staff, and trainees throughout the organization.
- Establish a tone of leadership which is professional, progressive, and outcome and quality oriented.
- Serve as a role model and mentor for staff and trainees, and promote maintenance of the highest ethical and behavioral standards on the part of all staff and employees.
- Consistently promote the provision of high quality, dignified programming for all people supported by EqualHealth and SMC programs.

The ideal candidate for this position will have work experience in the field of global health, be from or have lived and worked in the Global South, have the ability to prioritize and manage multiple tasks producing high quality outcomes, excel at working with and coordinating a diverse spectrum of staff, colleagues, and trainees, experience with program administration and coordination, and have demonstrated a strong commitment to global health equity.

Specific Responsibilities:

Program Management (70%)

- Haiti-based Programs: Supervise the Haiti-based Program Manager and Program Assistant who plan and implement EqualHealth's core programs; use monitoring and evaluation systems to ensure continuous program improvement and ensure effective program implementation by the Haiti-based team; coordinate the planning process for the core implementing team which spans Haiti and the US, and take on tasks when necessary:
 - Visiting Professor Program (periodic throughout the year)
 - Medical Education Conference (annually every November)
 - Medical Education Fellowship (ongoing throughout the year with several periods of concentrated effort when Fellows are in Boston)
 - Social Medicine Course (annually every July)
- Social Medicine Consortium (SMC)
 - Maintain the administrative systems for the SMC (including finances, donation processing, website and email account)
 - Play a central role in the planning and implementation of the SMC annual conference
 - Play an active role in the planning and implementation of the annual community organizing campaign run by the SMC
- Merger Process
 - Assist in the strategic planning process for the EqualHealth/SMC/SocMed merger by coordinating regular team meetings and supporting decision-making
 - Assist in implementing the new organizational structure developed during the strategic planning process

Financial and Administrative Management (20%)

- Maintain all financial systems, including keeping a detailed line-item financial record, processing all donations and grants, with the support of the part-time program coordinator; support the process for submitting all federal and state filings which is the responsibility of the Managing Director of Development and Strategy
- Maintain all administrative systems, including volunteer tracking and management, some of which will be delegated to the part-time program coordinator and/or interns
- Assist the Managing Director of Development and Strategy in grant writing, reporting, and communications;
- Supervise the part-time program coordinator and/or interns who maintains website, social media platform maintenance, Boston-based kreyol course, and listservs for Equal Health and SMC

Movement and Critical Consciousness Building (10%)

- Represent EqualHealth and the SMC at strategic speaking engagements to disseminate information about our organizations and model
- Invest in building your (and our) critical consciousness through courses, conference participation, establishing a reading group, etc

Qualifications:

- A bachelor's degree is required; a master's degree in a relevant field such as public health or public administration is preferred.

- Combination of programmatic and administrative experience in the realm of global health equity in the Global South, including a passion for community building, leading from behind, and centering the margins. Experience in advocacy and/or community organizing a huge plus.
- A minimum of three (3) years of progressively responsible leadership in program management, including people management, ideally in the Global South. Strong organizational skills and attention to detail in a fast-paced environment are required.
- Exemplary interpersonal communication skills required to interact effectively with senior leadership, partners, staff, and trainees on a spectrum of programmatic, administrative, and strategic issues.
- Demonstrated maturity and judgment, and ability to assess priorities; patience, a positive attitude and flexibility are a must.
- Spoken and written Haitian Creole and/or French proficiency preferred. English proficiency including written English skills required.
- Comfort with Google Drive and Microsoft Office Suites (experience with Adobe products and Quickbooks preferred)

Benefits:

Coverage of air travel as well as lodging, meals, and ground transportation during periods of work-related travel; Coverage of expenses for attendance of one continuing education activity per year; part-time Boston-based administrative assistance support; Health and dental insurance will be covered.

Application Process:

The deadline to apply for this position is **May 31, 2019**. All interested applicants should submit their application, which should include a cover letter addressing their relevant experience, two references, and an updated CV, to Michelle Morse at mmorse@equalhealth.org . Applicants will be considered and interviewed on a rolling basis.