

June 2022 / Position Description / Provider and Community Education Program Manager

About Midwest Access Project (MAP) / MAP envisions a society in which every person has access to patient-centered, quality reproductive health care within their community. Our mission is to improve access to comprehensive reproductive health care by training providers in abortion, miscarriage care, contraception, and pregnancy options counseling. Rooted in the Midwest, MAP's innovative training model fills gaps nationwide in medical education and clinical training. Learn more at <https://midwestaccessproject.org/>.

Position Summary / The Provider and Community Education Manager implements MAP's workshops, conference presentations, and didactic sessions to increase knowledge and skills within MAP's four concentration areas of comprehensive reproductive health and provides occasional administrative and operational support. The PCE Manager ensures high quality education experiences for participants and fosters professional respectful relationships with MAP workshop presenters. The PCE Manager clearly communicates learning goals and outcomes of workshops and efficiently coordinates the administrative requirements of each workshop. The PCE Manager collects and maintains current, accurate program data and evaluation information, consistently monitoring the quality of the program and sharing program strengths and challenges with MAP staff. In partnership with MAP staff, the PCE Manager represents MAP at public programs, networking events, and conferences. The PCE Manager works in a collaborative small team environment with all MAP staff and reports directly to the Deputy Director. This is a 28 hour/week part time position with a flexible schedule. The hourly wage ranges between \$30 - \$35/hour. Ideally the position will be a combination of in-person and remote work in the Chicago area with the need for occasional travel and attendance at in-person trainings and events. We are unable to consider applicants from outside of the Chicago area at this time.

Qualities of the Successful Candidate / MAP's new Provider and Community Education Manager will have experience with educational event and program coordination ideally within a health care setting or the reproductive health, rights, and justice field. The successful candidate will demonstrate strong project management and organizational skills with keen attention to detail; research and online technical skills; and the ability to organize and maintain tracking systems. The candidate must be self-motivated and able to prioritize activities with minimal supervision as well as flexible and adaptable to shifting needs. MAP's Provider and Community Education Manager will possess strong customer service skills with written and verbal communication skills, a positive attitude and professionalism, and a commitment to producing high quality educational workshops and trainings for MAP's audiences. The position does require occasional evening and weekend work.

Core Responsibilities of the Position / Program & Operations

- Plan and implement high-quality educational reproductive health programs, presentations and workshops within MAP's four concentration areas.
- Develop new MAP workshop curricula and ensure current, accurate content that reflects best practices for patient-centered high quality care.
- Design workshop structure, collect or create appropriate resources and tools for participants, and manage logistics of workshops.
- Manage IT solutions for MAP hosted webinars and online education.
- Maintain regular communication with speakers, workshop attendees, and program leaders for external workshops.
- Maintain strong relationships with MAP's workshop presenters and cultivate new partnerships with presenters to build a Speakers Bureau that represents diverse provider and patient communities and collectively possess expertise in full scope, patient-centered sexual and reproductive health care and training.
- Present MAP workshop content consistent with expertise and skills.
- Identify new education opportunities and partnerships to help MAP reach strategic goals.
- Write descriptions for future workshops and summaries of completed workshops for use on website, social media and email platforms.
- Prepare and submit payment requests for workshop presenter fees, subscription costs, and event expenses according to MAP policies and procedures.
- Disseminate and collect evaluations from program participants. In collaboration with directors, analyze results and address evaluation findings to improve program quality.
- Collect and maintain accurate and current program data and workshop evaluation data, ensuring timely entry into MAP program analysis tools and program reports.
- Support Deputy Director in gathering and collecting data of the ICT program to create reports for grant proposals, funder reports, and board reports.
- In collaboration with MAP staff, develop strategic conference proposals and presentation content, coordinate speakers for conference sessions, and plan conference logistics as needed.
- Create and maintain MAP's pre-recorded webinar library while ensuring presenter and participant confidentiality and consent.
- Provide administrative and operational support to Executive Director on an as needed basis.
- Recruit, supervise, and train interns and volunteers as needed to support the program.
- Achieve program goals while ensuring program expenses remain within annual budget guidelines.

Equal Opportunity Statement / MAP is an equal opportunity employer affording all employees and job applicants fair and equal treatment. MAP complies with all applicable federal, state, and local laws prohibiting employment discrimination, including discrimination based on sex, race, age, color, gender identity, religion, national origin, marital status, family responsibilities, sexual orientation, veteran status, and disabilities. MAP vigorously pursues diversity in its hiring practices, and believes that equal opportunity for all staff members is important for the continuing success of the organization.

How to Apply / Please email a cover letter and resume to haley@midwestaccessproject.org with the subject “Application for Provider and Community Education Program Manager position.” Your cover letter should tell us more about how you reflect the qualities of a successful candidate. Applications will be reviewed until the position is filled.