



Organization Description: Mentoring in Medicine & Science (MIMS)

Mentoring in Medicine & Science is a 501(c) 3 organization whose mission is to increase the number of underrepresented health professionals through mentorship, leadership development and career exposure.

Position Description

MIMS seeks a Program Coordinator II (PCII) who will have operational responsibility of the MIMS programs, in addition to administrative tasks, developing and maintaining partnerships, mentoring youth and supporting. Additional responsibilities include curriculum input and training. This role requires the ability to take initiative, multi-task, communicate effectively, and work closely with other staff to provide programming for our young people. The PCII will report to the Executive Director of MIMS.

Position Title: Program Coordinator II **Start Date:** September 1, 2022

Position Type: Full-time

Compensation: \$28-\$31/hour

Benefits: Healthcare stipend, 401k, paid vacation, sick days, and holidays

Duties include, but are not restricted to the following:

- Oversee program development, curriculum and administration
- Assist with design, collection and review of evaluation tools and data
- Provide advising and other supportive services to staff and program participants, as needed
- Maintain relationships with community organizations, educational institutions and other pipeline programs
- Oversee and facilitate MIMS training and certification to school, community partners and general public
- Supervise, train and develop program coordinator, intern(s) and volunteer(s)
- Oversee program communication and marketing activities, such as email contact lists, social media accounts and website
- Work with staff members on procedures to ensure the implementation and success of programs.
- Oversee recruitment, application, interview processes for all programs
- Ensure timely and accurate data is submitted externally as well as for internal reporting purposes.
- Report issues, risks, and wins to management in a timely manner
- Collaborate with local organizations to increase networking opportunities
- Develop media and educational materials for distribution.
- Provide oversight for data collection.
- Provide programmatic information to the Executive Director for grant/contract reports.



Qualifications

- Bachelor's Degree, preferably in healthcare, public health, or related field, education or business administration. Individuals with Masters Degree in related fields are welcome to apply.
- A minimum of 2 years experience in non-profit organization, education and/or CBO is preferred
- A minimum of 1 year of experience working with youth and young adults
- Prior experience with program coordination and design, personnel development and/or curriculum design required
- Prior experience in workforce development, building relationships with stakeholders, fundraising/grant writing, managing budgets and evaluation design are highly desired.
- Experience with individuals from diverse backgrounds
- Ability to take direction and work independently on assigned tasks
- High degree of drive, initiative and attention to detail
- Excellent communication and presentation skills
- Responsible and timely
- If applicable, highlight social media, or evaluation experience in cover letter
- Reliable transportation, highly encouraged as you will be traveling to various sites

Location

Oakland near Coliseum Bart and Oakland Airport

To apply

Please send resume, references and brief cover letter to Asha Vitatoe, Executive Director at avitatoe@mimscience.org with "Program Coordinator II Position" in the subject line.

Questions: Please email Asha at avitatoe@mimscience.org