NATIONAL HISPANIC MEDICAL ASSOCIATION  
Program Coordinator

About NHMA  
Established in 1994 in Washington, DC, the National Hispanic Medical Association is a non-profit association representing the interests of 50,000 licensed Hispanic physicians in the United States. NHMA is dedicated to empowering Hispanic physicians to be leaders who will help eliminate health disparities and improve the health of Hispanics.

The Role  
Reporting to the Program Manager, the Program Coordinator will lead the successful implementation, coordination, and administration of new and existing programs. Funded by a range of organizations including the CDC, pharmaceutical companies and foundations, these programs cover a host of important trainings, research projects, community service engagements, and workforce development outreaches. Please visit NHMA’s Programs page (www.nhmamd.org) to learn more about some of these exciting initiatives.

The Program Coordinator will be responsible for coordinating all logistical aspects of assigned programming, in both virtual and face-to-face environments, with an emphasis on and ownership of strategic approaches to these areas. The Coordinator will play a vital role within the team, have a strong interest in programmatic work, and be willing to learn and grow within the role. In addition to programmatic responsibilities, the Program Coordinator is responsible for direct oversight of specific process workflows within NHMA as designated by the Program Manager with oversight from the Director of Programs. The Program Coordinator must have the capability to meet multiple deadlines and work well under pressure.

Responsibilities and Duties

- Provide programmatic support and assist in the day-to-day administration of a wide variety of NHMA’s programs
- Work with the Program Team on overall program planning and setting strategic goals
- Assist in grant and proposal tracking and report metrics
- Assist in maintaining databases and contact lists
- Record and transcribe minutes from NHMA meetings
- Support NHMA events, webinars, conferences
- Assist in preparing periodic reports and records on program activities, progress, status updates, or other special reports for management
- Lead research and data collection to help increase the impact for each program
- Conduct pre-training support/logistics for face-to-face programs, to include oversight of hotel rooming lists, meeting room setup, food and beverage, audio visual, transportation, materials, name badges, attendance list, gifts, and related duties
- Conduct pre-training support for online programs, to include oversight of attendee registration, online platforms, and related duties.
- Serve as direct contact for face-to-face and virtual programming, maintaining a professional and courteous relationship with all internal and external personnel.
- Adhere to programmatic and financial closeout procedures.
- Provide administrative support, as needed, including agenda formatting or conference call assistance.
- Assist with travel arrangements of all attendees for face-to-face programs.
- Input information for each program into organization-wide databases, including student and faculty information and evaluation results.
- Coordinate with communications staff on placing information on websites, flyers, and other materials as needed.
- Work with finance personnel to apply for Continuing Medical Education (CME) for all eligible participants for specified trainings.
- Other tasks as assigned based on need of the Association

**Minimum Qualifications and Experience**
- Bachelor’s degree in related field and a minimum of 2 years of nonprofit/association planning and program management experience (ideally in a health and non-profit related sector)
- Clear and accurate communication skills (verbal and written)
- Lead projects with minimal oversight
- Employ problem-solving skills to make independent decisions
- Possess advanced interpersonal skills, liaising with internal and external personnel
- Able to professionally engage and respond to a broad range of stakeholders, including Hispanic medical professionals and partners, to provide excellent and timely customer service
- Reliable, dependable, and highly energized with the ability to work in a fast-paced environment and must meet multiple deadlines
- Proficiency with Microsoft Office, Excel, PowerPoint, Trello, Slack, and G-Suite
- Proven experience in leading Zoom webinars and meetings
- Strong writing, copywriting, and copy-editing skills
- Detail-oriented with excellent time management and organizational skills
- Proven ability to interact and lead interns in facilitating program objectives
- Fluent in Spanish, preferred

**Location**
The organization is located in downtown Washington, DC; however, after an initial onboarding period, you can arrange for a hybrid work schedule. Candidates should live within a commutable distance to the office.

**Benefits**
Salary based on experience (up to $60,000 maximum). 100% payment of health insurance packages with vision, dental. 401K plan. Two weeks of vacation and two weeks of sick leave, plus two personal days.

**COVID-19 Guidelines**
All staff are expected to be fully vaccinated and show proof of vaccination on, or before, the official start date. Failure to provide proof of vaccination will result in revocation of NHMA’s offer of employment.

**For Immediate Consideration**
Email cover letter explaining how your skill set and professional background fit the job, along with your resume in PDF format, and 3 professional references to jobs@nhmamd.org. Include “NHMA Program Coordination” in your material.

NO PHONE CALLS PLEASE. DUE TO THE EXPECTED HIGH VOLUME OF APPLICATIONS, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR AN INTERVIEW.