

GPC Program Assistant Part-time Job Opening (Temporary)
Office Location: MGH Center for Global Health, 125 Nashua Street, Boston, MA 02114

The Massachusetts General Hospital (MGH) Global Primary Care (GPC) Program is seeking a part-time temporary employee from September 2015-May 2016 to work approximately 20 hours per week. Dates and times can be flexible for a strong candidate, although Monday, Tuesday, and Fridays hours between 9am-5pm are preferred.

The GPC Program aims to train future leaders for a career in global primary care; pioneer new models of primary health care by investing in responsible, reciprocal, long-term partnerships; and foster a global learning community dedicated to primary care delivery in nations and communities around the world. More information about our program and initiatives can be found [here](#). The key programs and tasks for this position will be:

- **BIMI Program:** Assist with the management and expansion of the Bugoye Integrated Community Case Management (BIMI) program, a village health worker program in rural Uganda.
 - Run and organize bi-weekly phone meetings with Uganda team. Take and send out meeting notes.
 - Assist GPC Directors with BIMI expansion efforts, ensure wire transfers have been sent out, update IRB as needed, and be the primary contact for Partners Research Management.
- **GPC Residency Program:** Assist with the management and coordination of the GPC residency program (7 residents).
 - Oversee travel and coordination of resident schedules, travel expenditures, scheduling, wire transfers, transport payments, and assist with communications as needed.
- **GPC Curriculum:** Coordinate speakers, catering, and associated daily logistics for the annual, four-week global health curriculum to be executed in March 2016 for 21 residents.
- **Global Health Away Electives:** Manage the Away Elective resident travel program for the MGH Internal Medicine Residency Program (approximately 26 residents).
 - Follow-up with residents to ensure all documentation and requirements have been met for travel between January-May 2016, and review expenses upon return.
- **GPC Fellowship:** Assist program director with the initial development, planning, and credentialing for the new Global Primary Care Fellowship and Global Health Bootcamp to be launched in July 2016.
- **GPC Scholars:** Coordinate Global Primary Care Scholar applications, take part in the selection process, and begin planning for GPC Scholar travel and orientation.
 - Coordinate relevant meetings and disseminate appropriate information to selected MGH scholar team.
- **Development:** Assist with the creation of donor reports on a quarterly basis and proposals as necessary.

Necessary skills include:

- excellent administrative and communications skills (spoken and written);
- ability to work independently, multi-task, and deliver polished, professional outputs of outstanding quality on time and with minimal supervision;
- ability to be organized and flexible in an environment that requires continuous monitoring of priorities;
- excellent computer skills, including strong command of Microsoft Excel, Word, and PowerPoint;
- demonstrated cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds.
- Highly desirable talents include: flexibility, decisiveness, poise, focus, political sensitivity, and a positive, can-do attitude.

Currently seeking an early September start date. This is a temporary position and hourly pay rate will be commensurate with experience. Please apply asap, and submit resume and cover letter to **Jessica Kenney at jkenney4@partners.org**. Applications will be reviewed on a rolling basis until the position is filled. Recommended application deadline is **Monday, 08/17/2015**.

Massachusetts General Hospital is an Equal Opportunity Employer. By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.