



## Health Systems Education Specialist

Job Locations: LR-Monrovia with frequent travel to other field sites

Department: Programs & Community Health Academy

Type: Regular Full-Time

### About Last Mile Health

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit [www.lastmilehealth.org](http://www.lastmilehealth.org).

### General Position Summary

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The Community Health Academy ("Academy") will reinvent the training of community health workers and the leaders who support them for the digital age. The Academy will establish the world's first digital Continuing Education (CE) platform tailored for community health workers and the supervisors, managers and policymakers who support them.

In partnership with governments, the private sector, philanthropic and non-governmental organizations, the Academy will enable community health workers to receive the very best in continuing clinical education resources like video lessons on promoting family planning and podcasts on identifying the next outbreaks, and will support countries to develop accreditation programs for community health workers so they don't remain an undervalued group, but become a renowned, empowered profession like nurses and doctors.

In parallel, the Academy will also develop a continuing professional education platform creating a free, open, online continuing professional education platform leveraging massive open online courses and supporting local communities of practice - for policy makers, managers, supervisors working to build stronger systems to support these community health workers.

**Watch Last Mile Health CEO Raj Panjabi's TED Prize Talk**, which articulates the vision for the Academy to contribute to the training of hundreds of thousands of community health workers and the leaders who support them - from the forest communities of West Africa to fishing villages of Alaska, from the hilltops of Appalachia to the mountain tops of Afghanistan.

The Health Systems Education Specialist (Liberia) is a self-motivated, high-performing professional who contributes to the design and delivery of the Community Health Academy's Continuing Professional Education (CPE) program for community health systems leaders around the world.

The Health Systems Education Specialist (Liberia) will support the Academy's Director for Health Systems Strengthening to develop a novel, evidence-based, high-quality, open, global CPE platform that will educate and accelerate the sharing of best practices between the policy makers, managers, and supervisors working to build stronger systems to support community health workers. The Specialist will also lead efforts within Liberia to integrate the Academy into Liberian institutions. These institutional relationships will allow the Academy to establish blended learning environments for Liberian stakeholders who enroll in the course and, in these environments, apply course concepts within their academic or

professional settings. For day-to-day management and integration of activities into Last Mile Health's Liberia country program, the Specialist will report directly to the National Community Health Systems Director but will also receive remote management and technical support from the Director for Health Systems Strengthening on the Community Health Academy team in Boston.

The CPE program will (a) convene a network of global faculty – made of leading community health innovators from around the world – to create, review and vet a curriculum for policymakers, managers and supervisors, (b) create a global classroom to deliver this curriculum via free massive open online courses, and (c) connect learners to complementary Academy initiatives that provide an enabling environment for sharing of best practices and facilitation of institutional adoption of curricula (such as communities of practice, in-person learning opportunities, in-country technical assistance, and integration into Global South institutions). The CPE Program will enroll and train at least 15,000 community health leaders – current and next-generation policymakers, managers, supervisors – within four years.

The Specialist position will be an indefinite contract, the duration of which will depend on projects needs and funding (anticipated ~9 months) as well as staff performance.

## **Essential Job Functions**

### **Facilitate Coordination between Boston-based Academy Staff and Liberian Team Members**

- Participate in internal CPE coordination activities between Boston & Liberia, such as weekly meetings, email updates, and report contributions.
- Participate in team meetings of Last Mile Health's country program to facilitate smooth coordination between CPE and LMH in-country work

### **Establish and Advance Relationships between the Academy and Liberian Stakeholders relevant to the Academy's CPE objectives**

- Support development of mapping and engagement plan for Academy CPE stakeholders in Liberia
- Build relationships with Academy CPE stakeholders in Liberia, in line with engagement plan
- Schedule and facilitate coordination/advisory meetings and calls between external Liberia CPE stakeholders, the Academy team, and (as appropriate) the Academy's Global Faculty Network, including scheduling, drafting agendas, attending/facilitating, compiling notes, and tracking follow-up actions

### **Support design and production of the Academy's first Continuing Professional Education course for health systems leaders**

- Serve as assistant for production of Liberia-focused course content, including development of production plans, management of Liberia-based film crews, and coordination of course production logistics
- Help generate scripts and interview questions for interviews with course contributors in Liberia

- Coordinate and hold interviews with course contributors in Liberia (scheduling, testing audio/video set-ups, facilitating production sessions, tracking follow-up)
- Facilitate planning and execution of pilot (design, logistics, facilitation, data collection/analysis, follow-up, etc.)
- Solicit Liberia stakeholder feedback on course outlines, prototype, and pilot, including planning and execution of a formal course pilot
- Facilitate integration of feedback from Liberia stakeholders in to course plans and products
- Lead enrollment of Liberia stakeholders into course

### Qualifications

- Advanced Degree in Public Health, Medicine, Health Education, or a related field
- Five years of work experience focused on health systems and/or health education
- Experience working alongside and building relationships with government partners
- Experience working alongside and building relationships with operational partners
- Experience with program management
- Understanding of primary health care systems (additional exposure to community health programming preferred)
- Excellent verbal and written communication skills
- Excellent relationship management skills for stakeholders at all levels
- High level of initiative to follow up on work areas independent of close direct supervision
- Commitment to health and social justice
- Strong skills in Microsoft Office suite, Gmail, Google Calendars, Google Drive
- Flexibility to travel locally and internationally as needed
- Strong existing professional network in the Liberian health sector is a plus

**Location:** Monrovia, Liberia

**Compensation:** This role will be compensated based on experience and qualifications.

**Commitment:** Minimum of Nine (9) months.

**Apply:** Please submit a resume, letter of interest and three professional references to [hrliberia@lastmilehealth.org](mailto:hrliberia@lastmilehealth.org)  
Deadline for receipt of applications is February 16<sup>th</sup>, 2018.