



Continued Medical Education Project Coordinator

Job Locations: LR-Monrovia with 30% travel to LMH Offices

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.

General Position Summary

On April 25, 2017, Dr. Raj Panjabi revealed his TED Prize Wish to launch the Community Health Academy, saying, "I wish that you will help us recruit the largest army of community health workers the world has ever known, by creating the Community Health Academy, a global platform to train, empower, and connect." The Continuing Medical Education Project Coordinator is a dynamic, self-motivated, and technical savvy staff member that provides technical expertise to Last Mile Health's innovations in Continuing Medical Education (CME), experimental payment solutions (mobile money), and digital interventions in community health. All LMH staff adhere to LMH's financial, behavior, and ethics policies, see projects through from beginning to end, communicate obstacles encountered to supervisors, and take on meaningful and challenging projects that change the world for the better.

Essential Job Functions

Bridge

Coordinate Innovation and Education-related activities between LMH's Boston and Liberia offices via the Training & Quality Management Advisor and the Technology & Health Informatics Manager. This includes regular check-ins with both Managers, presenting Academy-related updates to Liberia-based team members, and representing the Academy at meetings with the Ministry of Health and County Health Teams. Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge

Coordinate

Coordinate Education & Payment Innovation activities (CME and Mobile Money). This includes coordinating project adherence to implementation plans and budgets, ensuring compliance to grant requirements, and developing reports as required. The **CME Project Coordinator** will be expected to troubleshoot project issues, conduct regular field visits, and facilitate trainings on Digital Education & Payment Innovation.

Teach

Provide technical expertise to the development of digital training materials relevant to the National CHA Program. Coordinate with Ministry of Health counterparts to develop lesson plans, narrate/present NCHAP content via video/audio lessons, adapt curriculum for a digital medium, write quizzes, and bug-check digital education tools.

Experiment

Draw on technical skills, critical thinking and problem solving, and creativity to provide the technical edge to LMH's innovations in Continuing Medical Education and mobile payments. Alongside the RM&E Data Systems Manager and Technology & Health Informatics Manager, brainstorm and test innovations and customizations to LMH's digital solutions in

Liberia. Conduct field visits with CHAs, CHSSs, and other field staff to observe data collection processes and generate ideas for improvement. The CME Project Coordinator seeks out unsolved problems and takes initiative to address them.

Improve

The **CME Project Coordinator** will push their self to grow and develop in new ways. Plan professional development priorities, learn new skills, and share new and existing knowledge with team members. Professional Development progress is reported monthly.

Qualifications

- Bachelor's degree in a relevant field, such as public health, business/project management, education, computer science (High school degree considered for outstanding candidates)
- At least 3 years of experience designing and implementing education systems (preferably digital) for users in rural or low-resource settings
- 3 or more years of professional experience in project planning and management in education and/other related areas, preferably in rural or low-resource settings
- Experience with Liberia's National CHA Program Training Curriculum (experience as a Master Trainer a plus)
- Experience implementing projects that use the Android Operating System and troubleshooting IT-related project
- Experience working in the education sector a plus
- Experience with project management, and a high level of initiative

- Strong skills in designing education curriculum
- Possess an understanding of issues facing Liberia's rural population, particularly regarding education
- Ability to IT troubleshoot on the Windows and Android Operating Systems
- Strong basic IT skills. The successful candidate will have a deep understanding of Microsoft Office suite, and the Google suite (Gmail, Google Calendars, Google Drive)
- Strong written and verbal communication abilities
- Eagerness to learn new IT concepts and analytic techniques within challenging, real-world conditions
- Flexibility to travel locally (~30%) as needed
- Understanding of Open Data Kit, Mobile Money, digital education platforms a plus
- Analytic thinking with strong attention to detail with a high level of initiative to innovate
- Commitment to health and social justice, and to the mission of Last Mile Health
- Generosity of spirit, sensitivity, and willingness to make sacrifices in service of the mission
- Comfort working with a casual but high-performing team

Location: Monrovia, Liberia

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

Apply: Please submit a resume, letter of interest and three professional references to hrliberia@lastmilehealth.org
Deadline for receipt of applications is February 16th, 2018.