



# CompuRecycling Center, Inc.

A Change Agent for Families and Communities

Website: [compurecyclingcenter.org](http://compurecyclingcenter.org) Email: [gfinley@compurecyclingcenter.org](mailto:gfinley@compurecyclingcenter.org)

*Growing*

*Connecting*

*Supporting*

## **Medical Ascension Program Coordinator**

As one of the premier community-based organization that invests in youth and their families, CompuRecycling Center, Inc. focuses on advancing equity by working as a change agent to strategically improve economic stability, education, health and overall well-being across generations in the nation's capital and surrounding areas. CompuRecycling Center is currently seeking a Medical Ascension Program Coordinator. Medical Ascension is a transformative healthcare career readiness and skills-based health education program that activates historically marginalized youth as informed health and wellness leaders to improve the health of their communities and prepares the next generation of diverse healthcare professionals. The Medical Ascension Program Coordinator will be seen as a professional and highly respected leader that will drive the coordination, implementation, and growth of Medical Ascension. As a successful candidate, you will have an interest in healthcare career readiness, workforce development for public health, youth development as well as improving community health in the District of Columbia. This position involves planning, preparing, and implementing programmatic elements for Medical Ascension, communicating with diverse group of stakeholders, partners, and community members, event and meeting planning, collecting data, completing progress reports, and other activities required to sustain Medical Ascension.

## **Essential Job Requirements**

### **Program Implementation & Coordination**

- Coordination and implementation of Medical Ascension program activities, to include, but not be limited to:
  - Support dissemination of program marketing materials and protocols
  - Develop and maintain trusting communication channels and strong relationships with program partners, program participants, program participant family members, and community stakeholders including scheduling, planning, and attending regular meetings
  - Contribute the developmental activities of CompuRecycling Center for the Medical Ascension program by participating in meetings, trainings, and workshops for current funders and potential funders
  - Establish and support channels for participant and community input into Medical Ascension implementation
  - Write meeting minutes for internal use and communication with both CompuRecycling Center Executive Director and Medical Ascension Founder
  - Run Medical Ascension sessions, Medical Ascension Community Health Stations, and community events



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- Shape program design and evaluation to meet mission of CompuRecycling Center, the goals of Medical Ascension, and the objectives of partnering organizations
- Supervise program support staff and team members
- Support ongoing training of program team members
- Oversee the pick up of supplies, materials, and food for Medical Ascension sessions, Medical Ascension Community Health Stations, and community events
- Complete and submit any required grant reports, progress reports, or partner reports

## **Engagement**

- Proactively conduct outreach to ensure participation goals are met for Medical Ascension
- Lead collection of participant survey and data collections
- Resolve concerns of participants, family members of participants, and engaged community members
- Lead orientation sessions, external program communications, answer calls, send text messages, emails, and letters to participants, family members of participants, and engaged community members
- Support the creation of outreach materials for participants, family members of participants, and engaged community members including social media campaigns, newsletters, and website

## **Data Management**

- Ensure that Medical Ascension data is collected, reviewed, analyzed and recorded accurately and consistently
- Resolve data inconsistencies and ensure that activity is recorded accurately
- Support the maintenance of records for partner invoices, payments, and audits
- Submit program progress reports for Medical Ascension stakeholders and funders
- Support the management of grant files and contribute to grant submissions
- Support maintenance of database and systems used for enrollment and outreach activities

## **Team Contributor and Collaborator**

- Participate actively in Medical Ascension team orientations and meetings
- Contribute to the overall improvement of Medical Ascension
- Represent the organization externally, including at Medical Ascension



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Community Health Stations, community events, and major fundraising events, in accordance with stated values

- Remain reflective on how power, privilege, and access support or challenge efforts to center equity
- Additional related duties as assigned

## **Qualification**

- Demonstrated commitment to the vision and mission of CompuRecycling Center
- Demonstrated commitment to equity and competence in working with under-resourced communities and historically marginalized populations
- Minimum of 3 years work experience in program coordination and/or program management with demonstrated competencies in program planning, preparation, implementation, monitoring, data collection, data management, and evaluation
- Minimum of 2 years of experience in community engagement
- Experience supervising and managing the work of other Medical Ascension team members
- Ability to work in-person for Medical Ascension sessions, Medical Ascension Community Health Stations, and community events
- Ability to work remotely to complete essential requirements of the position
- Clear oral communication and very strong written communication skills with experience shaping progress reports and messages to relevant stakeholders
- High level of proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.), Google Suite (Google Documents, Google Sheets, etc.), and Dropbox
- Ability to learn Qualtrics, Survey Monkey, or other data collection tools used by CompuRecycling Center and its partners or key stakeholders
- Ability to lift 20lbs and be able to stock and move supplies, materials, and food from various locations
- High level of self-motivation to start, work, and complete programmatic tasks
- High attention to detail and demonstrated proactive and strategic approach to tasks
- Demonstrated experience maintaining and coordinating cross-sectoral collaborations
- High level of proficiency with Apple iOS, Microsoft Office Suite, Google Suite

## **Compensation & Benefits**

This is a full-time non-exempt position. The range for this position is \$57,240 to \$67,840 commensurate with experience and non-negotiable. There is a fringe benefits



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package. CompuRecycling Center does have a telework policy that allows employees to work remotely. Though, Medical Ascension Program Coordinator must work in person for Medical Ascension sessions, Medical Ascension Community Health Stations, community events, and other activities that require the Medical Ascension Program Coordinator's presence.

## How to Apply

If interested, email a cover letter and resume to [gfinley@compurecyclingcenter.org](mailto:gfinley@compurecyclingcenter.org). In your cover letter provide an answer in 250 words or less to the following prompt: How has your professional experiences and lived experiences prepared you to effectively serve as the Program Coordinator for Medical Ascension?

Please put "Medical Ascension Coordinator" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_MAC APP". **Applications will be accepted on a rolling basis with priority given to applicants that apply by May 31, 2024 at 11:59 pm EST.** Anticipated start date is June 10, 2024.

*CompuRecycling Center, Incorporated is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, including bilingual and bicultural individuals, as well as women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*