

Job Description

POSITION: Abortion Training Coordinator

LOCATION: Downtown Oakland, UCSF-ANSIRH Office (12th Street BART); Concord PPNorCal office and San Jose PPMM office.

COMPENSATION: \$52-62,000K/year (40hrs/wk). Health insurance covered immediately. Further benefits to be considered after 1 year. Laptop provided. The Coordinator is an employee of “Social Good Fund” and is supervised by the TEACH Executive Director.

This is an exciting opportunity to support Bay Area abortion training.

PROGRAM DESCRIPTION: The TEACH (Training in Early Abortion for Comprehensive Healthcare) Program expands reproductive health access by helping primary care providers integrate abortion into their practice through curriculum development, training, mentorship, professional advocacy, and research.

TRAINING COORDINATOR POSITION: TEACH is looking to fill a new position who will support the TEACH program’s training efforts at local Planned Parenthood Affiliates by scheduling 70+ physicians, facilitate credentialing, organizing initial and ongoing clinical evaluations at each of the sites, and providing programmatic support to the Executive Director of TEACH. Although working primarily independently, the coordinator will work closely with the TEACH Executive Director, part-time physician colleagues including 20+ trainers, the TEACH Advisor Board, and multiple staff members from two local Planned Parenthood affiliates (PPNorCal and PPMM). The coordinator will be the hub of communication between the trainers, the training programs, and TEACH and will help to ensure smooth collaboration between parties. The TEACH office is conveniently located in the University of California – San Francisco (UCSF) Advancing New Standards in Reproductive Health (ANSIRH) office near BART in downtown Oakland. The Coordinator will spend 1-2 days a week at PPNorCal headquarters in Concord and the PPMM headquarters in San Jose.

TEACH is fiscally sponsored by “Social Good Fund.” Interested candidates can learn more about TEACH by visiting the program website at: www.teachtraining.org

SPECIFIC RESPONSIBILITIES:

- Coordinate local abortion training at clinical sites in San Jose and Concord
 - Manage online scheduling for TEACH faculty. Ensure that any changes to provider schedules are registered and communicated in a timely fashion to appropriate parties (AB coordinator and admin staff). Provide updated trainer and resident schedule to PPMM and PPNorCal;

- Schedule training sessions for advanced (CREATE) residents, including coordinating signing off of advanced residents to work independently. Support coordination and processing of resident onboarding and signing of SMART acknowledgment forms;
- Work closely with Services Coordinators at PPNorCal and PPMM and provide feedback and support when appropriate;
- Document and communicate all clinical and logistic updates to trainers and ensure trainers acknowledge that they've read and understood them;
- Plan and help facilitate meetings with TEACH Medical Director, RHEDI Directors, Planned Parenthood Directors, clinic Coordinators, and funder (2 per year);
- Plan and help facilitate strategic cross-program faculty meetings (2 evenings per year);
- Support Leadership Fellow in planning of evening meetings for advanced abortion trainees (3 per year);
- Disseminate, collect, track, and audit initial and ongoing required trainings for trainees and trainers; ensure that required trainings are conducted and documented in accordance with Planned Parenthood guidelines;
- Support initial and ongoing credentialing process for all trainers;
- Create and coordinate initial and annual clinical evaluations at each of the clinical sites:
 - Collaborate with other leaders in reproductive health training (Planned Parenthood Medical Directors, RHAP, Innovating Education, MAP, and RHEDI) to establish best-practices;
 - Schedule observations and reviews with trainers, program directors, and PP medical directors as appropriate;
 - Distribute, collect, and collate evaluations;
- Conduct annual evaluation of training program and track graduate outcomes;
- Work closely with training programs to identify areas for program improvement, collaborate on potential solutions, and implement changes as needed;
- Report back to TEACH Advisory Board, executive director, and funder about the position.

An excellent candidate:

- Enjoys the administrative challenges of supporting a small not-for-profit with diverse needs and objectives;
- Has excellent organizational, communications (written and verbal), and time management skills;
- Has strong interactive skills and relates well with people of diverse backgrounds;
- Is committed to reproductive health, rights, and justice and has knowledge or work experience in this area;
- Entrepreneurial, resourceful, creative, flexible, and curious, with a sense of humor and humility;
- Self-motivated, self-starter able to work well independently;
- Is interested in a multi-year commitment to this organization.

EDUCATION: Bachelors' degree required; pertinent Master's degree desirable.

REQUIRED EXPERIENCE:

- At least 2+ year's experience providing programmatic and administrative support in a non-profit organization;
- Prior work in the fields of reproductive health and/or rights, public health, or social justice;
- Proficiency with Mac OS X, MS Office, Excel databases, scheduling and website software.

PREFERED EXPERIENCE:

- Designing, implementing and evaluating educational programs for health professionals;
- Experience working with diverse and autonomous stakeholders under a common agenda.

TO APPLY: Send cover letter and resume to TEACH: opportunities.at.TEACH@gmail.com
Applications considered on a rolling basis; position open until filled. Early application encouraged.
Electronic submissions only.

Physical Demands & Work Environment: The coordinator works in an office environment. The position requires substantial time in a stationary position at a desk, working with a computer and/or telephone to communicate with constituents. Reasonable accommodation 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.

Equal Employment Opportunity. TEACH, a project of Social Good Fund, is an "at-will" and equal opportunity employer. We encourage and seek applications from women, people of color, and multilingual and multicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender identity or expression), color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.