

Seed Global Health (Seed) envisions a world in which every country is strengthened by a robust health workforce to best meet the health needs of its population. Seed's mission is to educate a rising generation of health professionals to strengthen access to quality care with a goal of saving lives and improving health. Seed is unique in its approach by focusing on the education and training of doctors, nurses and midwives. By training health care professionals and health educators, Seed seeks to empower current and future generations of health providers so that good health is not the privilege of a few, but the right of all.

Seed focuses on strengthening the education, practice, and policy of the local professional health workforce in Africa. Seed's core strategy and primary entry point centers on placing skilled and qualified educators at partner institutions for a minimum of one academic year. Seed also supports educators and partner institutions through a diverse and complementary package of services aimed at advancing health professional education in the classroom and clinical setting. By investing in long-term partnerships for improved health professional education, we help to create a stronger, more sustainable health workforce that is both locally led and better able to meet local health needs.

For more information, please visit [www.seedglobalhealth.org](http://www.seedglobalhealth.org)

### **Position Summary:**

The **Program Manager, Educator Recruitment** contributes his/her energy, passion, and skills primarily to support Seed's Program Quality & Management team in a fast-paced office during a time of rapid growth. The position is a full-time position based in Boston. The Program Manager, Educator Recruitment works to expand awareness about Seed's educator/visiting faculty placement opportunities, and recruits skilled and qualified applicants from diverse backgrounds to serve in this role. This full-time position reports to the Director of Program Quality & Management and works closely with US-based and international team members.

### **Duties and Responsibilities:**

#### *Educator Recruitment*

- Manage medical and nursing educator recruitment work plans, which includes developing a marketing strategy, targeting outreach, collecting applications, screening candidates, coordinating interviews and selection with Clinical and Country teams, and extending offers
- In close collaboration with the Clinical and Communications teams, develop and disseminate recruitment materials and engage medical and nursing professionals, prospective applicants, and the general public regarding educator/visiting faculty placement opportunities
- Coordinate staff participation at targeted in-person recruitment events, including travel and logistics
- Leverage technology to source and attract candidates including job boards, websites, social media and other platforms
- Respond to inquiries and maintain communication with prospective applicants and candidates
- Manage and update current applicant data base and develop a centralized repository for recruitment-related event tracking
- Conduct initial screening and ensure all prospective educators are referred to the clinical team for interviews and final decisions

- Develop and track recruitment work plans and assist with developing, forecasting, and tracking recruitment-related budgets
- Compile internal status reports detailing recruitment activities and analyze recruitment tactics for effectiveness (e.g. sourcing)
- Understand the recruitment experience from sourcing to selection, refine recruitment tactics, tools, and processes and identify best practices based on annual learning exercises related to engagement with Seed

#### *Educator On-boarding*

- Manage other logistical needs, including health and wellness resources, educator work permits, malpractice, and in-country licensure

#### **Qualifications:**

- Minimum of 3 years of experience working in the non-profit sector, preferably with international exchange, fellowship, or other long-term volunteer educator programs
- Bachelor's degree required; advanced degree in relevant field is a plus
- Understanding of the volunteer lifecycle and best practices for volunteer engagement
- Understanding of medical and nursing education or global health is a plus
- Ability to compose compelling recruitment messages
- Strong project management or planning skills
- Familiarity with FileMaker, Access or other databases is a plus
- Attention to detail
- Passion and commitment to Seed's mission
- Strong sense of accountability, personal initiative, and responsibility
- Excellent interpersonal skills, including flexibility and a sense of humor
- Demonstrates cross-cultural sensitivity and ability to build respectful relationships with colleagues from different cultural, linguistic, and educational backgrounds
- Ability to work collaboratively in a fast-paced and young organization work environment

#### **Working Conditions:**

- Will be based in Boston, MA
- Will be based in an office environment
- Will be required to sit/stand for up to eight hours or more per day

#### **Compensation:**

Competitive base salary commensurate with experience, as well as health/dental/eye insurance, 401(k), and vacation benefits

*Seed does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.*