



2201 Broadway, Suite LL13  
Oakland, CA 94612  
www.mimscience.org

## **Mentoring in Medicine & Science is Hiring!**

### **Organization Description: Mentoring in Medicine & Science (MIMS)**

Mentoring in Medicine & Science is a 501(c) 3 organization whose mission is to increase the number of underrepresented health professionals through mentorship, leadership development and career exposure.

### **Program Description: Clinical Immersion Summer Internship**

The purpose of the summer internship is to expose Pre-med/Pre-health high school, college and post-baccalaureate students to hands-on clinical experience in a variety of health settings. MIMS participants are immersed in direct patient observation, shadow mentors, interact with health professionals and attend daily leadership development seminars.

### **Position Description**

MIMS seeks a Program Manager will have operational responsibility of the *Clinical Immersion and Mentoring Summer Internship*, in addition to administrative tasks, developing partnerships, mentoring youth and managing staff. Additional responsibilities include curriculum design, program evaluation, grant writing and fund development. The Program Manager will report to the Executive Director/President of MIMS.

**Position Title:** Program Manager

**Start Date:** Mid May 2015

**Position Type:** Full-time

**Duration:** 1-3 years

**Compensation:** Competitive

### **Additional duties include, but are not restricted to the following:**

- Oversee program development, curriculum and administration
- Assist with design, collection and review of evaluation tools and data
- Provide counseling, advising and other supportive services to staff and program participants, as needed
- Maintain relationships with community organizations, educational institutions and other pipeline programs
- Actively participates and helps facilitate strategic planning for the organization/programs
- Support MIMS in actively seeking private funding and drafting grant reports
- Collaborates with President and financial team on program budgets
- Supervise, train and develop program coordinator, intern(s) and volunteer(s)
- Oversee program communication and marketing activities, such as email contact lists, social media accounts and website

### **Position Qualifications**

- Bachelor's Degree, preferably in healthcare or related field, education or business administration. Individuals with Masters Degree in related field are welcome to apply.
- A minimum of 2 years experience in non-profit organization, education and/or CBO is preferred
- Prior experience with program management, personnel development and/or curriculum design required
- Prior experience in workforce development, building relationships with stakeholders, fundraising/grant writing, managing budgets and evaluation design highly desired.



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**Position Qualifications Continued**

- Experience with individuals from diverse backgrounds
- Ability to take direction and work independently on assigned tasks
- High degree of drive, initiative and attention to detail
- Excellent communication and presentation skills
- Responsible and timely
- If applicable, highlight social media, evaluation or fundraising experience in cover letter
- Reliable transportation, highly encouraged

**Location**

2201 Broadway, Suite LL-13  
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2-3 blocks from 19th Street BART Station

**To apply**

Please send resume, references and brief cover letter to Nelly Gonzalez, Program and Operations Director at [ngonzalez@mimscience.org](mailto:ngonzalez@mimscience.org) with "Program Manager Position" in the subject line.

Questions: Please email Jen Pham, Program Intern at [intern@mimscience.org](mailto:intern@mimscience.org)