



## **Position Description**

### **Senior Program Coordinator, Training (MoMMAs Voices)**

#### **Preeclampsia Foundation**

Established in 2000, we are the leading national 501(c)(3) not-for-profit patient advocacy organization serving the 5-8% of pregnant women - 300,000 women each year in the U.S. - who are affected by hypertensive disorders of pregnancy such as preeclampsia (formerly known as toxemia), eclampsia and HELLP syndrome. We are advised by a medical board comprising the top medical and scientific experts in preeclampsia and related fields, additionally collaborating with other non-profit organizations, governmental agencies, academic institutions, and corporations to achieve our mission.

#### **Our Purpose**

To improve the outcomes of hypertensive disorders of pregnancy by educating, supporting, and engaging the community, improving healthcare practices, and finding a cure. We envision a world where preeclampsia no longer threatens the lives of mothers and babies.

#### **Company Values:**

- **Patient-Driven:** Everything we do, advocate for, and develop is through the lens of the patient experience.
- **Knowledgeable:** As a leading resource, we stay well-informed and provide accurate and timely information with guidance from our medical and scientific advisors.
- **Empathetic:** It's personal with us. We act with compassion and sincerity. We treat each other and others outside our team with human kindness.
- **Collaborative:** We take the team approach, seeking to build consensus with each other, our community, and our partners.
- **Trustworthy:** We are accountable to our community, our donors, volunteers, supporters, and each other; we work hard to maintain that trust and confidence.

#### **Position Description**

Reporting to the MoMMAs Voices Program Manager of Training, the Senior Program Coordinator is a full-time, salaried (exempt) position that plays a pivotal role in the development, implementation, and management of certain programs and initiatives aimed at advancing the mission of the Preeclampsia Foundation. This position requires a dynamic and organized individual with a passion for maternal health, strong project management and execution skills, and the ability to work collaboratively with diverse stakeholders. This position does not supervise other individuals but may from time to time delegate work related to this program and supervise contractors and vendors.

#### **MoMMAs Voices**

As a program of the Preeclampsia Foundation, MoMMAs (Maternal Mortality and Morbidity Advocates) Voices is the first-ever maternal health patient advocacy coalition established in 2018, to amplify the voices of those who have experienced pregnancy and childbirth complications or loss - especially those who have been historically marginalized - ensuring they are equipped and activated as partners with providers and researchers to improve maternal health outcomes.

#### **Key Responsibilities for this Position**

- **Community Engagement**– Facilitate monthly community advocate meetings to create a welcoming, supportive space for connection, peer learning, skill-building, and collaboration. Help foster a strong, engaged community of advocates who learn from and uplift one another.

- **Advocate Training Support** – Provide individualized support to patient advocates throughout their training journey, including grading assignments, resolving technical issues, offering compassionate listening, and delivering personalized feedback and storytelling guidance to help advocates feel confident, prepared, and empowered.
- **Workgroup & Training Facilitation** – Coordinate and facilitate lived experience advisory workgroups by managing logistics, supporting member engagement, and planning content to ensure meetings are aligned with program goals.
- **Resource Development** – Co-develop program materials, including slide decks, videos, handouts, toolkits and other content for webinars, workgroups and online training modules.
- **Program Oversight** – Responsible for small or mid-sized program activities with minimum supervision, ensuring they meet the highest standards of quality and effectiveness.
- **Program Development** – Collaborate with team members to design and develop new strategies in support of the training program and its implementation, incorporating the latest research and best practices to improve outcomes.
- **Implementation and Execution** – Coordinate and execute strategies and tactics associated with the MoMMAs Voices program, ensuring all activities are completed on schedule and within budget, with attention to detail, and high-quality work product. Decision-making for program tactics is expected.

**Competencies for this Position:** These are the behaviors and qualities that contribute to the individual successfully executing the responsibilities of this role.

- **Action Oriented** - Readily takes action on challenges, without unnecessary planning; Identifies and seizes new opportunities; displays a can-do attitude in good and bad time; Steps up to handle tough issues
- **Manages Complexity**- Asks the right questions to accurately analyze situations; Acquires data from multiple and diverse sources when solving problems; Uncover root causes to difficult problems; Evaluates pros and cons, risks and benefits of different solution options
- **Optimizes Work Processes** - Identifies and creates the processes necessary to get work done; Separates and combines activities into efficient workflow; Designs processes and procedures that allow managing from a distance; Seeks ways to improve processes, from small tweaks to complete reengineering
- **Plans and Aligns** - Sets objectives to align with broader organizational goals; Breaks down objectives into appropriate initiatives and actions; Stages activities with relevant milestones and schedules; Anticipates and adjusts effective contingency plans
- **Self-Development** - Shows personal commitment and takes action to continuously improve; Accepts assignments that broaden capabilities; Learns from new experiences, from others, and from structured learning; Makes the most of available development resources

**Qualifications** – The ideal candidate will possess the following education, experience, and technical skills, as well as express a commitment to the Foundation's core values.

**Education and Experience:**

Associate's degree and 7 years of relevant nonprofit experience **OR** Bachelor's degree in public health, counseling, social work, psychology, education, nonprofit management, or a related field and 4-5 years' experience

**Technical Skills:** These are the main skills, training, and knowledge one must have exhibited in previous roles to successfully perform the responsibilities outlined above.

- **Risk Mitigation** - Provided support in monitoring both external and internal factors that may pose risks to program outcomes and deliverables, ensuring timely identification and response to potential challenges.
- **Program Management and Organization** - Oversaw the planning, implementation, and evaluation of program activities, ensuring they align with organizational goals and are completed on time and within budget. Fostered efficient organizational practices by

coordinating resources, maintaining detailed documentation, and promoting effective communication among team members and stakeholders.

- **Strategic Planning and Evaluation** - Set program goals, developed strategies to achieve them, and evaluated program effectiveness, utilizing data-driven insights to make informed decisions and drive continuous improvement.
- **Adaptability and Problem-Solving** – Proven history of quickly adapting to changing circumstances and program needs by developing flexible strategies and solutions to overcome challenges. Utilized strong problem-solving skills to identify issues, implement effective resolutions, and ensure the seamless continuation of program activities.
- **Scheduling and timeline management** - Developed and managed schedules to meet deadlines, effectively balancing multiple projects and coordinating both short-term and long-term tasks.
- **Customer Service** - Served as the primary point of contact for program participants, addressing inquiries, resolving issues, and providing information about program services and resources. Maintained clear and professional communication with participants, stakeholders, and team members through various channels.

**Location:**

Remote

**Salary and Benefits**

- Non-profit patient advocacy organization; compensation commensurate with candidate's experience (range: \$47,800-\$52,000)
- Medical insurance, employer pays half of employee's premium
- Dental and Vision insurance
- Parental Leave policy
- Employee Assistance Program (counseling, coaching, professional development)
- Life Insurance
- 401(k) option
- Paid Holidays and Personal Time Off

**Equal Opportunity Employer**

The Preeclampsia Foundation is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive work environment.

**To Apply**

Please send cover letter, resume and, if you have them, Strengths Finder™ and Working Genius™ profiles, to [HR@preeclampsia.org](mailto:HR@preeclampsia.org) with name of position in subject line.