



nurses
for sexual & reproductive health
access. education. community.

Professional Development Program Director Job Description

Mission Statement

NSRH provides students, nurses and midwives with education and resources to become skilled care providers and social change agents in sexual and reproductive health and justice.

Vision

We envision a world in which all people have access to just and dignified full-spectrum reproductive and sexual health care.

The Opportunity

NSRH is a growing organization that recently underwent a name change and mission expansion. In 2018 we changed our name from Nursing Students for Sexual and Reproductive Health (NSSRH) to Nurses for Sexual and Reproductive Health (NSRH). This change occurred because we recognized the need to create a home for Nurses in SRH throughout the trajectory of their careers.

Sexual and reproductive health is an integral component of a person's overall health and well-being, yet millions in the US lack sexual and reproductive healthcare (SRH) access, especially people who are low income, of color, LGBTQ, young, or living in isolated rural areas. While nurses provide most reproductive and sexual health care services in the United States, this content is under-represented in nursing education and continuing education programs.

To achieve universal access to comprehensive, full-spectrum SRH, all nurses must have access to education and training from pre-licensure, to professional development opportunities for seasoned clinicians. They must also understand how economic and socio-cultural factors impact patients' sexual and reproductive lives and reflect the diversity of the communities they serve. NSRH is helping to realize this vision by providing nursing students, nurses, and midwives with the education, professional development opportunities, and advocacy tools they need to become social change agents in sexual and reproductive health and justice.

We have identified 3 Program Areas to help us fulfill this mission:

1. SRH Education and Training
2. Professional Development, and
3. Advocacy Tools and Training

In order to meet these objectives, we need to grow our staff. We are presently a team of three: our Office Manager is based in the home office in St. Paul, MN, our Education and Training Program Director is based in Phoenix, AZ, and the Executive Director is in Berkeley, CA. We also have an amazing Board of Directors comprised of SRH practitioners and advocates located throughout the country.

Up until this point, our program work has focused almost exclusively on Nursing Students and so we are looking for someone with an entrepreneurial spirit who can take the lead in growing our Professional Development Program.

This position reports directly to the Executive Director.

Major Responsibilities:

- Take the lead in developing new Professional Development initiatives for NSRH constituents
- Take the lead in developing new initiatives to keep NSRH Chapter alumni engaged
- Work with the Team to craft a membership program and recruitment strategy for NSRH
- Take the lead in implementing NSRH Membership Program
- Take the lead in managing and tracking Professional Development Initiatives
- Collaborate with Education and Training Program Director when there is programmatic overlap
- Stay informed of trends in the sector and represent NSRH at relevant convenings, meetings, etc...
- Do the work that is needed to support the success of the Professional Development Program

Qualifications and Qualities

- Must have experience in Nursing and/ or Sexual and Reproductive Health. If you do not have Nursing experience, you must have experience working with Nurses. A Nursing degree is a plus
- Must have at least 5 years of program management experience
- Experience creating and managing a program budget
- Must be comfortable working remotely. Experience working remotely is a plus.
- Must be able to work independently
- Looking for someone who is creative and entrepreneurial, this is an opportunity to build out a new program area for our organization.
- Must be a strong problem-solver

- Must be a strong communicator (verbal and written). Most of your interactions will be via phone or email so strong communications skills are imperative.
- Must have access to a reliable internet connection and be based somewhere in the US. We are especially interested in folks living in the Southeast.
- Must be proficient with Google Suite (Gmail, Drive, etc)
- Must be proficient with Office Suite (Word, Excel, etc)
- Must be comfortable navigating online meeting, workflow management, and collaboration tools. Social media savvy is a plus.
- Must be a great team player and collaborator and demonstrate the ability to work effectively with individuals of diverse backgrounds (ethnicity, gender identity, religion, sexual orientation, ability, etc...)
- Please note that some travel is required for this position
- Bachelor's Degree, at minimum, required

What we offer:

- Salary: \$55,000 a year plus Medical, dental, vision, and short-term disability benefits
- Generous paid time off (PTO) package
- Membership at a local co-working space of your choice
- A work laptop and work phone for use during your tenure with NSRH
- Convenience- No commute, no clocking into an office and being told when you can eat lunch or take a break. You can even work in your pajamas if you like (unless you have a video call, of course)
- An amazing team of colleagues
- Work that matters

The Hiring Process

Application

- 1) Complete an application and submit it to jobsearch@nsrh.org by **January 25, 2019**. Your application should include the following:
 - a. A cover letter that addresses the following questions:
 - i. After reviewing this job description and the NSRH website (www.nsrh.org) discuss what makes **you** an excellent candidate for this position. Please include specific examples from your previous experiences.
 - ii. What most excites you about this position?
 - iii. What outstanding questions do you have about the position?
 - b. Resume that highlights relevant experience
 - c. List of 3 references with contact information

- d. List of any social media accounts that you feel might enhance your application (LinkedIn, personal website or blog, etc.)
- e. Include a writing sample

Interviewing

Those selected will be invited to participate in a brief screening call. Calls will happen on a rolling basis through **February 1, 2019**

The top 6 candidates will be invited to participate in a video interview between **February 1-17, 2019**

The top 3 candidates will be invited to participate in an in-person final interview sometime in the first or second week of March, location TBD.

Offer finalized by end of March

NSRH is proud to be an equal opportunity employer and does not discriminate based upon race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Our goal is to cultivate a diverse organization that is representative, at all job levels, of the communities that Nurses serve. We welcome applications from members of historically marginalized groups.