

MLPB  
**Knowledge Lead**  
*Full-time position available immediately*

## Overview

MLPB, a non-profit social enterprise, seeks a Knowledge Lead. MLPB (f/k/a Medical-Legal Partnership | Boston) equips health and human service organizations with **upstream problem-solving strategies** that improve people's **social determinants of health** (SDOH). Leveraging our **public interest law expertise**, we advance **health equity** for individuals, families and communities. MLPB's operating model involves a range of **capacity-building training and technical assistance strategies** for our organizational partners and their workforces, including but not limited to:

- workforce training;
- interprofessional education (IPE);
- integration of our team of legal advisors within interdisciplinary case reviews/rounds;
- facilitation of safe hand-offs to legal specialists; and
- technical assistance re: SDOH-related systems design.

MLPB partners with 20+ health and human services organizations in Massachusetts, Rhode Island and nationally, embracing interdisciplinary strategies and continuous quality improvement principles in its work. The **Knowledge Lead** will advance the organization's mission and successful growth in the following ways:

1. Managing MLPB's growing portfolio of dynamic multi-state educational content in a way that assures continuous quality for our partners and users;
2. Assuring ongoing, strategic alignment of MLPB's branded content – ranging from training curricula to companion tools to marketing to social media presence and the organization's website; and
3. Informing MLPB priority-setting for new content development based on continuous learning about workforce needs as well as the broader law and policy landscape that impacts populations at risk for health inequities; and
4. Operating at both a high (strategic) level and at a ground (task) level to get the job done - and over time co-designing a growing KM infrastructure that aligns with organizational scaling.

MLPB is a fiscally sponsored project of TSNE MissionWorks.

## Responsibilities

- **Knowledge Management (KM)**
  - Managing all internal systems relating to training and IPE, including: developing and implementing protocols for effective knowledge management across and within MLPB's team and technologies;
  - Managing the regularized, systematic updating of MLPB's branded content in 25+ domains, including liaising with a range of internal and external subject matter experts, including the MLPB legal advisor team;
  - Translating evolving subject matter knowledge into branded educational content, including through direct drafting;
  - Implementing and leading systems for assessment of relevance/value of current content, opportunities for content improvement, and prioritization of proposed new content;
  - Developing and administering internal systems for the scheduling and systematic evaluation of MLPB training and IPE activity;
  - Leading ongoing synthesis and analysis of pre/post-training/IPE trainee evaluation data;
  - Refining a cloud-based training/IPE database to optimize continuous organizational learning and impact;
  - Managing the organization's interconnected website, marketing software, and web-based content platform; and

- Identifying optimal KM technology and systems for the organization's use over time.
- **Content Dissemination**
  - Managing design, implementation and ongoing curation of web-based content platform, including oversight of vendors involved in its development and maintenance;
  - Strengthening systems/infrastructure that govern live and web-based training/IPE logistics; supporting team, as needed, with *ad hoc* logistics coordination while this process is underway;
  - Capturing data analytics to effectively communicate results and tell compelling stories;
  - Leading MLPB's social media strategy and presence;
  - Leading MLPB's basic marketing strategies (e.g., e-news) that includes basic graphic design tasks; also managing any larger graphic design projects with vendors;
  - Partnering closely with the CEO and Administrative Manager to:
    - optimize content development and dissemination in connection with unique initiatives or projects, including at least two annual MLPB events;
    - liaise with Continuing (Medical) Education systems as needed; and
    - develop a compelling Annual Report and related materials
  - Remaining current in evolving trends, best practices, and innovation in instructional design and educational technology; and
  - Identifying optimal content dissemination technology and systems for the organization's use over time.

#### **Qualifications:**

- At least 3-5 years of experience in position involving instructional design and/or educational technology
- Master's degree in field relating to instructional design and/or educational technology and/or marketing, communications or digital media *preferred*\*\*\*

\*\*\***NOTE:** We are mindful that candidates may bring relevant knowledge, understanding and skills to the workforce through a range of combinations of education and/or experience. We welcome applications from candidates with an equivalent combination of education and/or experience.

- Strong planning and project management skills
- Strong writing, editing, formatting, and proofreading skills
- Ability to work independently
- Self-starter with can-do attitude
- Creative solution-finder
- Strong interpersonal and communication skills with a focus on teamwork, collaboration and engagement
- Commitment to contributing to a positive, collegial, and inclusive team culture
- Proficiency in Microsoft Office products and cloud-based document management systems like Box; experience with marketing software like Hubspot, with graphic design tools like InDesign, with videoconferencing technology like Zoom, with CRM platforms like Salesforce, and with presentation tools like Prezi *strongly preferred*
- Demonstrated interest in joining a mission-driven social enterprise committed to advancing health equity

Supervision: This position reports to the CEO. Salary is commensurate with experience and qualifications.

Apply at: <https://careers-tsne.icims.com/jobs/1284/knowledge-lead/login>

TSNE MissionWorks/MLPB envisions a society grounded in the principles of social and economic justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all our employment-related decisions, including hiring

practices. Accordingly, TSNE MissionWorks actively seeks people who bring diverse backgrounds and perspectives to join us in our work.

*As an EOE/AA employer, TSNE MissionWorks/MLPB will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.*

*Learn more about MLPB at [www.mlpboston.org](http://www.mlpboston.org)*