



Notice of Vacancy

Issue Date: 7/11/2025

Closing Date: 7/25/2025

Pay Rate: \$75 per hour

Location: 225 East State Street, Trenton, NJ
08625

Vacancy: 1 Position (full-time position at 35 hours per week)

Overview: In July 2023, Governor Murphy signed S3864, also known as the “New Jersey Maternal and Infant Health Innovation Center Act”, which created the New Jersey Maternal and Infant Health Innovation Authority (MIHIA), the first of its kind in the nation. MIHIA is tasked with overseeing the New Jersey Maternal and Infant Health Innovation Center (MIHIC) based in Trenton and will be the government entity that continues the vital work of Nurture NJ for years to come. Nurture NJ is the statewide program that was launched by First Lady Tammy Murphy in 2019 to reduce the maternal and infant mortality epidemic in New Jersey and ensure equitable care among women and children of all races and ethnicities.

MIHIA officially launched March 27, 2024. MIHIA will lead the State’s efforts to coordinate, promote, and implement education, policymaking, research, innovation, and perinatal workforce development, among other things, with a particular focus on eliminating racial disparities in maternal and infant health outcomes.

The New Jersey Maternal and Infant Health Innovation Authority (NJMIHIA) is seeking a Doula Program Management Officer to lead and coordinate workforce development initiatives that advance equitable perinatal care across New Jersey. This role will oversee and support the growth of the state’s perinatal workforce, with a specific focus on community-based doulas. The successful candidate will manage our doula training programs, guide Medicaid provider enrollment for doulas, and foster critical partnerships with hospitals, training providers, and other stakeholders.



Essential Duties and Responsibilities

1. Oversee the NJMIHIA workforce development efforts to include oversight of doula consultants in their efforts to build perinatal workforce.
2. Coordinate all elements of the NJMIHIA Community-Based Doula training to include outreach, site selection, coordination of in-person and virtual training, coordination and tracking of live birth requirements for NJMIHIA Community-Based Doula trainees and participants.
3. Support the Medicaid enrollment process for doulas, overseeing their onboarding as NJ FamilyCare providers.
4. Serve as the primary liaison between NJMIHIA and doula trainers, ensuring training cohorts have the necessary resources and support.
5. Facilitate and maintain partnerships with hospitals to secure hands-on birth experience opportunities for doulas.
6. Engage in meetings with stakeholders regarding doula benefits for NJ FamilyCare members. This includes but is not limited to advocating for policies that support the integration of doulas into healthcare settings, such as hospitals and birthing centers.
7. Works collaboratively with other NJMIHIA staff and stakeholders to communicate new perinatal workforce initiatives ensuring effective messaging to key policy makers and communities.
8. Participate in off-site meetings and site visits that support MIHIA's program development and support implementation.



9. Support the overall planning, development, and implementation of MIHIA Doula initiatives and NJ programs, to include but not limited to the assessment of additional Doula trainings, development of legacy pathway, etc.
10. Oversees NJMIHIA's Doula Learning Collaborative activities ensuring synergy at the state level by organizing, convening, and coordinating doulas statewide.

QUALIFICATIONS & REQUIREMENTS

1. Minimum 5 years of direct doula care experience with clients in New Jersey, preferably serving NJ FamilyCare recipients. OR minimum 3 years of direct doula care in addition to 5 years of professional experience in relevant roles, preferably project management.
2. Strong understanding of the New Jersey Medicaid system and a commitment to advancing support for NJ FamilyCare doulas and clients at the state level.
3. New Jersey residency with in-depth knowledge of the state's diverse communities and health landscapes.
4. Background in maternal health, with a specific understanding of disparities affecting Black maternal and infant health.
5. Project management experience, including oversight of multiple team members or stakeholders.
6. Proven ability to work both independently and collaboratively in dynamic team environments.
7. Excellent communication skills (oral, written, interpersonal, and public speaking).
8. Computer literacy, including proficiency in Microsoft Office and virtual meeting platforms (e.g., Zoom, Microsoft Teams).



9. Familiarity with NJMIHIA mission and vision.
10. Working knowledge of reproductive justice (preferred).

Submission Requirements

- Curriculum vitae or resume
- Cover letter
- Proof of doula certification and in good standing with training organization
- Proof of formal education, training or experience in the following areas:
 - Project management
 - Community leadership or advocacy
 - Experience working within or with doula agencies

INSTRUCTIONS TO APPLY

Submissions must be received by the deadline listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by **5:00 p.m. on July 25, 2025:**

- Curriculum vitae or resume
- Cover letter
- Proof of doula certification and in good standing with training organization
- Proof of formal education, training or experience in the following areas:
 - Project management



NJMIHIA
New Jersey Maternal
and Infant Health
Innovation Authority

- Community leadership or advocacy
- Experience working within or with doula agencies

Email address: Doula@njmihia.gov

(Please list the “**Doula Program Management Officer**” in the Subject Line)