



Job Description: Community Engagement and Research, **Program Coordinator**

The Arthur Ashe Institute for Urban Health (AAIUH), founded by the late tennis champion and humanitarian, Arthur Ashe utilizes a model of Community Health Empowerment to address health inequities in multi-ethnic underserved communities. Community Engagement and Research (CER) is a core component of AAIUH through which we aim to design and implement community-based health interventions in trusted community venues that improve health literacy, foster positive health behaviors, and reduce health disparities in racially impacted groups. We accomplish these objectives through strong collaborations with community, academic, research, and government institutions.

Website: www.ArthurAsheinstitute.org

Title: Program Coordinator

Classification: Full-time. Work schedule will include working on some evenings, after 6:00pm, and some weekends.

Salary: \$50k commensurate with experience and education.

Responsibilities include, but are not limited to the following:

1. Support program planning, implementation and evaluation efforts of designated projects. This may include developing work plans, facilitating focus groups, and analyzing data.
2. Provide support in the development and design of health education related materials, tools and resources.
3. Conduct literature reviews, develop and disseminate community assessment surveys, as well as support data collection and analysis.
4. Support the planning, scheduling, and facilitation of virtual and in-person health education programming (including virtual focus groups, seminars, and webinars) for community partners.
5. Coordinate and implement community outreach and engagement activities, facilitate community health education sessions, support research and advocacy activities.
6. Coordinate day-to-day activities, communications and provide technical support for project hubs including ensuring timely/accurate distribution of consortium materials such as agenda, meeting minutes, emails and other publications.
7. Nurture new and existing relationships with community-based partners. This includes barbershops, hair salons, CBOs, academic researchers as well as other government and healthcare decision-makers.
8. Maintain appropriate networks, coalitions and working relationships with other health related stakeholders; organize and convene meetings with various partners.



9. Coordinate and provide support navigating and facilitating linkages to care.
10. Attend relevant events, meetings or activities to represent the Institute and serve as a liaison to external stakeholders (including healthcare leaders and advisory board members).
11. Support program development and marketing efforts as required.

Qualifications & Skills: BA/BS degree required

Master's Degree in Public Health or related field preferred. Qualifications include outstanding interpersonal and organizational skills, ability to work independently as well as part of a team. Community coalition-building, conflict resolution and team leadership skills strongly desired. The candidate must have a strong commitment to addressing health disparities in urban and immigrant populations and improving the health care delivery system. Must have knowledge of urban health issues, health education/behavioral health intervention programming, public health research, and experience working in diverse populations including immigrant communities. Ability to manage multiple tasks, delegate and coordinate staff as appropriate. The candidate must also possess strong organizational skills, and excellent written and oral communication skills. Program evaluation skills are needed for this position including the ability to analyze and synthesize program results for lay populations. Experience using SPSS, NVIVO, Qualtrix, RedCap or other data analysis software is desired. Bilingual skills (Spanish, Haitian-French Creole) are highly desired.

Benefits:

- Time & leave: 20 days - includes 10 holidays, 8 paid time off (PTO) in first year, and 2 floating holidays - Medical and dental plans
- Health and transit pre-tax accounts - Education benefits, time off for approved programs depending on work schedule - 403b retirement plan available after two years of employment - Professional development opportunities.

Reports to: Director, Community Engagement & Research

Send resume and cover letter: kpierre@arthurasheinstitute.org

You MUST include "Applicant for AAIUH CER Program Coordinator Position" in your subject heading.

Please note: Only candidates considered for initial screening interviews will be contacted.
Anticipated start date: ASAP