

Job Title	Community Coordinator
PVN ID	HC-1712-002226
Category	Research
Location	HUNTER COLLEGE
Department	CHEST Hunter College
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 04, 2018 (Or Until Filled)

## General Description

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The Center for HIV/AIDS Educational Studies and Training (CHEST) of Hunter College, City University of New York, is hiring for a full-time Community Coordinator with research experience in the areas of HIV/AIDS, sexual health and substance use. CHEST ([www.chestnyc.org](http://www.chestnyc.org)) is an internationally recognized multidisciplinary research center which blends academic and community-based work focused on sexual health, HIV/AIDS, LGBT issues, and substance use. CHEST is an equal opportunity employer and we strongly encourage applications from individuals from diverse backgrounds, including racial/ethnic and sexual/gender minorities.

**Community Coordinator:** The Community Coordinator's primary role is to maintain quality partnerships and ensure compliance to study procedures and workflow to promote the highest quality research performed in collaboration with community based organizations (CBOs), collaborating institutions and network partnerships. The Community Coordinator will work with CHEST Project Directors, community based organizations and other stakeholders to address logistical matters which arise from carrying out research in community and clinic settings. The Community Coordinator will visit CBOs on a regular basis and provide timely reports and updates, identify and provide solutions for potential issues and ensure effective operationalization and coordination of research protocols and data collection.

## Other Duties

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Participate in special projects and assist with the selection of future partnering CBOs, provide ongoing supervision/support for CBOs engaged in implementation of CHEST research activities. Draft letters, memos and other correspondence as well as attend meetings in support of the Community Coordinator position. Plan and facilitate community advisory boards. Develop community coordinator procedures, manuals and materials as needed.

## Qualifications

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Bachelor's degree (minimum) with experience in community work or community centered activities in research; experience working for healthcare, medical, or research settings is highly desired. Excellent verbal and written communications skills, strong organizational skills with an attention to detail and proficiency with Microsoft Office and research methodology are all highly desirable. Must maintain a high level of discretion and confidentiality. Applicants must be able to work independently in a self-directed fashion while managing multiple tasks.

**Salary:** Commensurate with experience.

When applying please submit a cover letter, Curriculum Vitae and references **Note:** Resumes without a cover letter that clearly delineate experience and interest in HIV/AIDS will not be considered for review.