
Job Title	Community Outreach Coordinator
PVN ID	HC-1809-002727
Category	Research
Location	HUNTER COLLEGE

Department	
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 10, 2018 (Or Until Filled)

General Description

Community Outreach Coordinator in a Cancer Health Disparities Research Program

A Community Outreach Coordinator is sought to work in the Hunter College Cancer Health Disparities Research Program (HCCHDRP). The selected candidate will work to provide organizational and administrative support to the Hunter College Cancer Health Disparities Research Program (HCCHDRP).

We seek a highly organized, committed, and motivated candidate with at least a Bachelor's degree (Master's degree preferable), in a health-related field. The candidate must have ability to engage in outreach activities such as communicating with community stakeholders, helping to recruit study participants, organizing and preparing press releases regarding research findings. The Community Outreach Coordinator will also serve as a liaison between researchers and the community. The candidate will help to coordinate with the outreach team members, and help with process evaluation data tracking and annual project progress report preparation.

Under the general supervision of the Director of the HCCHDRP and the Community Outreach Core Leader, the selected candidate will apply considerable independent judgment in supervising interactions with relevant target communities, and administrative staff. The individual will research and prepare reports, collect and analyze data, draft manuals, policies and procedures, make presentations, and keep confidential records. The selected candidate will utilize sponsor reporting and tracking systems when required, research and draft grant proposals, assist with recruiting participants, monitor and evaluate pilot and on-going programs, and ensure that outcome goals are met. The community outreach coordinator will join meetings with various groups including leadership and sponsors, as needed, as well as conduct focus groups. They will coordinate with relevant community groups, and academic departments, and interfaces as needed with support staff from various college offices in resolving issues involving staff or student needs, technical issues, and facility issues. They will also interface with vendors regarding instructional materials, equipment, training, and demonstrations.

Other Duties

The Community Outreach Coordinator will also be communicating and coordinating with a program manager, and other program coordinators.

Qualifications

Applicants should have:

- BA/BS or MA/MS/MPH/MSW in the health, life, or social sciences or related field.
- Experience in community outreach.
- Bilingual language skills (e.g. Spanish or Chinese) preferred.

The position requires an organized, committed, and motivated individual who is enthusiastic about working in Cancer Health Disparities.

The Community Outreach Coordinator should be competent in writing and verbal communication skills.

Interested candidates should submit the following:

- (i) A cover letter
- (ii) A curriculum vitae
- (iii) A list of three references including names, email addresses, and telephone numbers

Candidates from underrepresented minority groups are especially encouraged to apply.

The position will be initially for one year, renewable up to five years based on performance. Start date for the position is immediately. Position will remain open until filled.