
Job Title	Associate Director IGNITE Program
PVN ID	HC-2301-005383
Category	Research
Location	HUNTER COLLEGE
Department	Nursing
Status	Full Time
Annual Salary	\$79,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Mar 25, 2023 (Or Until Filled)

General Description

The Associate Program Director will work with the Program Director to oversee all aspects of the IGNITE Grant, part of the NIH *All of Us* Research Program, which aims to create a pathway for minority scientists, clinicians, students, community-engaged researchers and community scientists to use the *All of Us* dataset in ways that are meaningful to the health of communities throughout NYC. The Program Director will be responsible for acting as a central point of coordination for all individuals involved in the IGNITE grant (PIs and co-Is, staff, fellows, etc.); identifying and carrying out opportunities to inform, educate and support a wide variety of audiences (with a specific focus on researchers and clinicians who are racial, gender and ethnic minorities, and community organizations) on the use of the *All of Us* dataset; contribute to the development of new trainings and tools that are needed bridge the gap between minority researchers and the dataset; and managing all administrative aspects of the grant, including regular reports and meetings with the NIH, and monitoring subawards.

The Associate Program Director will in collaboration with the Director to provide team leadership. Knowledge about the social, cultural and political barriers that influence research participation and research engagement is required. They will need to have expertise in trust- and relationship-building, community engagement, and engage with populations (both researcher populations and community populations) who have been marginalized in the biomedical research enterprise in a respectful, culturally informed and responsive manner. The goal of the IGNITE grant is to increase the representation of historically underrepresented (e.g., Black and Latinx/Hispanic/LGBTQI, Community Scientists) as biomedical investigators in this use of a national data set and fund them to conduct research and projects that improve community health.

As such, we are looking for a candidate who will be able to perform this role, and inform all aspects of their work, using a health equity, racial justice/anti-oppression and intersectional lens.

They will connect with diverse researchers across the nation to build long-term engagement with the *All of Us* Research Program. Necessary skills include excellent judgement, organization and personal grace, strong written and verbal communication skills, compassion, discretion, and follow-through. As a member of a lean project team, the Associate Program Director will need to be independent and resourceful.

Other Duties

Responsibilities:

- Working collaboratively with the IGNITE team, develop, and prioritize strategic initiatives in line with program milestones; proactively identify new opportunities relevant to the IGNITE project (e.g., potential researcher audiences, opportunities for presentations/engagement, etc.).
- Oversee all administrative and regulatory aspects of the grant: independently monitor and plan for any due dates with the grant; ensure monthly reports are drafted and submitted on time; coordinate with the Finance team to monitor grant finances and ensure that costs are allowable under NIH guidelines; identify and draft NIH Prior Approval requests as needed (e.g., changes in Key Personnel or Rebudgeting); ensure all IGNITE activities comply with national *All of Us* guidelines and standards; monitor subawards including ensuring subaward agreements are in place, monitoring subaward milestones and spending, and reviewing/approving invoices.
- IRB Submissions, Renewals and Tracking.
- In collaboration with IGNITE team, CUNY Professors, and investigators, develop short, medium and long curriculum (Sandboxes and Playgrounds) on the use of the AoU data set.
- Schedule and staff a small number (4 yearly) “Research in Action Pop Up Events” at hospitals in NYC and at Community-based organizations.
- Schedule and staff IGNITE Data Picnics, Sandboxes, Playgrounds and Data Dates.
- Attend NIH and other national and regional programmatic calls.
- Serve as the main point of communication and knowledge for the IGNITE team; organize and track all efforts of the IGNITE Grant, and act as a central source of knowledge on program activities.
- Interface on behalf of IGNITE with national *All of Us* resources including the Data & Resource Center, Marketing & Communications, and Community Engagement Partners.
- Manage and maintain the agenda and facilitate bi-weekly meeting
- Monitor grant milestones/deliverables and their progress; proactively identify any issues that may delay any deliverables and identify solutions.
- Manage all interactions with the NIH, including writing monthly progress reports and leading biweekly teleconferences; draft additional NIH communications as needed.
- Plan and lead regular meetings with the IGNITE team, including developing agendas, note-taking, and identifying action items.
- Lead presentations/trainings to a wide variety of audiences (academics and community members) on the *All of Us* Research Program and dataset.
- Contribute to scientific abstracts and manuscripts; represent IGNITE at national conferences as needed.
- Other duties as assigned.

Qualifications

Qualifications:

- Bachelor’s Degree plus five years of related experience in a research or community engagement setting or master’s degree in public health or a related field.
- Demonstrated experience in Project Management; NIH award management preferred.

- Excellent organizational skills and attention to detail, and the ability to work independently.
- Excellent communication skills (both verbal and written), and comfort with public speaking and meeting facilitation.
- Experience developing and implementing strategic initiatives that have contributed to the growth of a program.
- Passion for community engagement, respecting the expertise and working in collaboration with community partners to meet the needs of underserved communities in NYC within the scope of IGNITE.
- Commitment to racial justice and health equity as it relates to meeting the goals of the IGNITE grant and AoU program.
- Proficiency in Microsoft Office and Excel.
- Knowledge of Qualtrics.