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<b>Job Title</b>	Community Engagement Core Project Manager
<b>PVN ID</b>	MD-2506-006887
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF MEDICINE

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,715.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 16, 2025 (Or Until Filled)

## General Description

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The CUNY School of Medicine (CUNY MED) is the only medical school in the City University of New York (CUNY) system. Our innovative curriculum allows students to complete both their undergraduate Bachelor of Science (BS) and Doctor of Medicine (MD) degrees in seven years. The CUNY School of Medicine also offers a Master of Science degree in Physician Assistant Studies (PA). Our mission is to provide access to medical education to talented individuals to develop health professionals committed to community practice with a special emphasis on primary care and increasing health.

With the award of a Research Centers U54 Cooperative Agreement, the CUNY MED has established the NY Center for Advancing Translational Research & Health (NYCTR). As the only medical school in the City University of New York system and sole awardee in the Northeastern United States, the center is optimally positioned to carry out our mission of advancing health science and translational research for the benefit of New York City communities in need. The Center is aligned with the National Institute of Health (NIH) vision of an America in which all populations have an equal opportunity to live long, healthy, and productive lives.

Under the general supervision of the center Multiple Principal Investigators (MPIs), and reporting directly to the Community Engagement Core (CEC) director, the Project Manager (PM) is responsible for coordinating all academic-community activities & initiatives and supportive administrative aspects of the center CEC. The PM will play a pivotal role in establishing the center's presence and expanding academic & community engagement integration in the Harlem community and across New York City. The PM will understand the relevance of academic-community partnerships pertaining to the center objectives and possess a passion for, understanding of, and sensitivity to the vital intricacies of community-based work, such as trust-building. The PM will be the visible representative of CUNY MED & the center and promote partnerships to increase health across NYC.

The PM schedules and facilitates meetings between the CEC Core Directors and the Community Advisory Board (CAB). Engages the CAB to plan academic-community education sessions, and assists in planning an annual Healthier NYC Town Hall meeting to address community-specific topics of interest. The PM regularly meets with the CEC director, Advisory Committee Program Manager, and other key center personnel to

provide project status updates and prepare quarterly and annual reports. The CEC PM oversees compliance with all regulatory requirements pertaining to research projects involving human subjects, including IRB approvals & Amendments and the secure storage of subject data.

## Other Duties

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- Creates and implements strategies for building new academic-community partnerships in alignment with the center and CEC goals
- Assist the CEC Director & team to successfully facilitate community participatory research seminars for the center Project PI & Pilot Project PIs, with the goal of incorporating the tenets of community participatory research into all aspects of the center
- Develop & implement strategies for translating community science & community-engaged research the fundamentals for the center communities
- Facilitate activities to complement CEC community engagement goals and leads/assists in disseminating knowledge to the center community partners
- Host community listening sessions, town halls, and forums that foster synergy and build interest in the center academic-community health and research partnerships
- Plans and organizes events that are aligned with the CECs overall mission and assists in coordinating the annual Healthier NYC Town Hall meeting to address community-specific topics of interest
- Engages with the Community Advisory Board to plan academic-community education sessions
- Coordinates and facilitates meetings between the CEC Core Directors and the Community Advisory Board (CAB)
- Oversees compliance with all regulatory requirements about research projects involving human subjects, including IRB approvals and amendments and the secured storage of subject data
- Lead and/or assist in CEC formative and summative evaluations
- Meets regularly with the CEC director and other key center personnel to provide project status updates
- Leads and/or assists in the preparation of CEC data as required for annual NIH progress reports
- Performs other duties as assigned

## Qualifications

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- A Master's Degree in a relevant field of study from an accredited institution and at least three to six (3 -6) years of additional research administration experience pertinent to the scope and complexity of community-based participatory research; experience with community-based research preferred; OR
- A Ph.D. in a relevant field of study from an accredited institution, a record of research, publishing, and scholarship, and at least (2) years of additional research administration experience pertinent to the scope and complexity of community-based participatory research; experience with community-based research preferred;
- A background in research administration and an equivalent record of successful experience with community-based participatory research preferred
- Possession of the core competencies required at the time of hire
- Timely availability to begin and direct the project core
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting,

and grants administration

**Core Tasks and Competencies:**

- Experience building & implementing academic-community partnerships for community-based research, as evidenced by previous work experience
- Ability to assist the CEC Director facilitate community seminars for the center Investigators
- Knowledge of community-based research skills needed to incorporate CEC community research into all aspects of the center
- Ability to assist Core Directors and other staff in managing CEC activities consistent with the requirements of the grant sponsors
- Ability to engage with the community advisory board to plan academic-community education sessions consistent with the scope and nature of the center CEC aims
- Ability to plan and facilitate town hall academic-community engagement events consistent with the CEC Core aims
- Ability to meet deadlines and work within budget constraints
- Ability to exercise intellectual leadership in resolving issues, re-conceiving, and bringing to the attention of the CEC core directors for redirecting project activities if needed
- Ability to integrate Community Engagement Core functions with other Core Program Managers to resolve conceptual or practical issues and ensure a strategy for overall project success
- Ability to work effectively with staff, associates, and internal and external constituents