

The Harlem Community & Academic Partnership at the Center for Urban Epidemiologic Studies at the New York Academy of Medicine

Project Manager Opening

Title: Project Manager

The Harlem Community & Academic Partnership (HCAP)/Center for Urban Epidemiologic Studies (CUES) has an opening for a motivated self-starter with a background and strong interest in community health and public health research. This person will work as part of a larger team on managing efforts of the HCAP. This position will report to HCAP including its Chair and Principal Investigator

Background:

Since 1999, the Harlem Community & Academic Partnership is a partnership of community-based organizations, public health agencies, and academic institutions that work together to identify social determinants of health and implement multi-level community-based interventions to improve the health and well being of urban residents using a community-based participatory research approach. HCAP is housed by the Center for Urban Epidemiologic Studies at The New York Academy of Medicine.

Key Duties and Responsibilities are both broad and specific to HCAP:

- Establishing trust among partners.
- Relationship-building, e.g., coordinating with other centers/divisions in NYAM, helping to develop/maintain relationships between academia and community, staying connected within the community, and helping to build trust among partners.
- Acting as a bridge, e.g., helping to translate research processes and findings so they make sense in a given community context and keeping the flow of communication open and accessible among partners.
- Acting as a point person for problem-solving, e.g., connecting investigators with the right community agency staff person and assisting community partners with subcontracting questions.
- Supporting the Partnership. Includes assisting in the preparation board meeting agendas, sending out board meeting materials, taking and distributing board meeting minutes, touching base with Chair and board members between meetings, providing technical assistance to board members, ensuring follow-up on issues raised during board meetings.
- Developing policies and procedures in collaboration with partners to assist with the partnership process.
- Supervising students or research assistants working with HCAP.
- Assisting with the research or implementation of the project, including report-writing.
- Bringing in new community partners or assisting community board in bringing in new partners.
- Supporting new academic partners and/or supporting the principal investigators as they bring in new academic partners.
- Balancing demands among partners, including the pressures to be involved in every community activity and/or confusion over role as advocate or objective staff.
- Ability to work with urban populations.
- Assemble and manage HCAP intervention work groups.
- Assist with yearly goal setting and HCAP membership.
- Manage development, maintenance, and dissemination of community resource materials including a web-based resource guide and a printed survival guide for substance users.

- Investigate areas of research and funding - areas of current research include substance use, asthma, obesity, cancer, syringe access, rapid vaccination, and reintegration.
- Assemble project protocols for ethical review (IRB).
- Able to conduct focus groups, in-depth interviews, and questionnaire/ survey development.
- Develop and conduct presentations for local presentation and national conferences.
- Show an interest in social justice and public policy.

Position Requirements:

- Have at least 3-5 years experience in community health; community organizing; working with community-based organizations in establishing collaborations and or partnerships; and or public health research.
- Masters of Public Health degree is preferred but not required.
- Bilingual in Spanish is preferred but not required.

Interested applicants should send their resume or CV by email or fax to:

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