



Seeking Full-Time Program Coordinator

Engaging, Managing, and Bonding through Race (EMBRace) Program

The Engaging, Managing, and Bonding through Race Lab (EMBRace Lab) is looking for a full time Program Coordinator to provide research-related supervision and oversight for the EMBRace Program! For more information about the EMBRace Program, please visit TheEmbraceProgram.com. Applicants should have related research experience and interest in reducing mental health disparities, understanding interpersonal and racial trauma among Black adolescents, and/or culturally adapting evidence-based treatments. This is a **two-year position** beginning Fall 2021, with possibility to extend beyond Fall 2023, based on performance and grant funding.

Responsibilities will include but are not limited to:

Racial Stress and Trauma Research:

- Coordinating Institutional Review Board (IRB) submissions
 - Working with the Lab Manager to complete new submissions
 - Making amendments to protocol templates
 - Submitting continuing review forms
- Managing grant-funded data collection
 - Cleaning quantitative data on excel and SPSS
 - Cleaning and coding qualitative data
- Assisting with scientific writing
 - Compiling references and conducting literature reviews to assist with manuscript submissions and conference presentations

EMBRace Programming:

- Administrative Tasks
 - Scheduling and preparing for meetings with community partners, research staff, and program participants
 - Maintaining, organizing, and ensuring the confidentiality of participant information
 - Work closely with Human Subjects Incentive Program to process participant incentives
- Participant Recruitment
 - Creating and hosting EMBRace Program informational sessions to recruit participants
 - Screen potential EMBRace participants based on eligibility criteria and assess participant “fit” for program
 - Work with community partners to establish participant recruitment plans
- Coordinating the EMBRace Team
 - Hiring and training undergraduate and masters level research assistants to assist with program implementation
 - Hiring and training masters and doctoral level psychology, education, public health, and/or social work students to serve as program clinicians

- Coordinating research assistants and clinical staff with regards to scheduling program sessions and facilitating weekly supervision meetings
- Working with Clinical Supervisor to oversee clinician involvement with the program

Outreach:

- Facilitating and maintaining community partnerships
- Identifying community organizations to establish partnerships
- Working with community partners to organize outreach events including panel events, town halls, etc.

Requirements for the Program Coordinator position:

- Excellent **writing skills**, organization skills, and careful attention to detail
- Advanced **technical skills** e.g., Canva, Excel, PowerPoint and Microsoft Word.
- Ability to take on **leadership** for assigned work related tasks, both independently and as part of a team
- Coursework in quantitative, qualitative mixed and/or **advanced research methods**
- Ability to manage one's time and complete tasks in a **timely and efficient** manner
- Ability to work successfully under **strict deadlines**, and accommodate change
- Understand and follow policies and procedures, including handling confidential materials with **discretion**
- While not required, the ideal candidate for this position will have an interest in and commitment to understanding interpersonal and racial trauma, racial socialization, cultural competency in treatment, and mental health in African American populations
- Experience with **Zotero** preferred
- Grant writing experience is also preferred

Pay rate: Competitive and based on prior experience

How to Apply: All interested candidates should apply immediately for full consideration. Email your resume/CV, a writing sample, and a cover letter highlighting your research experiences and commitment to health disparities research to TheEmbraceProgram@gmail.com

Timeline: Interviews will be conducted on a rolling basis. Priority will be given to candidates who apply by June 1st. The candidate can expect to start on August 15th 2021.