19 July 2021

Terms of Reference

Project Officer, Resource Hub on Migrant Health Policy in New York State

CUNY Center for Immigrant, Refugee and Global Health (CIRGH)

The City University of New York (CUNY) Center for Immigrant, Refugee and Global Health (CIRGH) is recruiting a Project Officer to help develop a **Resource Hub on Migrant Health Policy in New York State**. We are looking for a creative, dynamic professional to support CIRGH to develop this hub and further establish CIRGH's reputation and credibility in the field of migrant health policy.

The Project Officer will work in close collaboration with the Co-Directors and Associate Director of CIRGH. They will report to the Associate Director of CIRGH.

The Project Officer will assist the Associate Director of CIRGH to:

- *Oversee development and updating of a basic informational database of some 250 migrant- and refugee-serving organizations in New York State, including a preliminary analysis and proposal for regular updating and establishing productive, on-going relationships with organizational stakeholders. This includes:*

  - overseeing development and implementation of regular communications plan on relevant technical/policy issues with migrant- and refugee-serving organizations in New York State;
  - supporting fund-raising efforts for the sustainabilitly of the Resource Hub; and
  - developing a two-year workplan and budget for the Resource Hub.

- *Support the development of a learning management system (LMS) for CIRGH that enables multi-party (remote) engagement and content curation to assemble and highlight best practice, document experience and foster exchange on issues of migrant and refugee health policy and related fields among stakeholders. This includes:*

  - developing appropriate website and social media material on CIRGH initiatives; and
  - establishing a user-friendly, comprehensive data base/library of literature, policy initiatives and best practice on issues of migrant and refugee health policy and related fields.

The Project Officer will assist a Director of the Center and/or a Senior Research Officer to:

- *Support the technical development, implementation, analysis, results dissemination and redevelopment of an on-going survey of migrant- and refugee-serving organizations in New York State that promotes and welcomes broad stakeholder engagement in setting priorities for research, analysis, advocacy and collaboration. This includes:*

- coordinating the development of an initial survey to migrant- and refugee-serving organizations in New York State to set a baseline on their priorities, needs and collaborative efforts;
- disseminating the survey to 200-250 migrant and refugee-serving organizations in New York State and completing a preliminary analysis, for discussion (and refinement) by CIRGH Directors; and
- proposing (and eventually implementing) a dissemination and outreach plan for survey results, with a view to establishing productive, on-going relationships with survey respondents and other relevant NYS stakeholders

The Project Officer will have the following qualifications:

- an advanced degree in public health or a related field;

- 2-3 years relevant work experience;

- demonstrated ability to manage complex projects and assignments;

- demonstrated ability to design and maintain knowledge management systems;

- some experience with research design and implementation (e.g., survey design and data analysis, qualitative instrument development, experience with Qualtrics and SPSS, etc);

- strong interpersonal and organizational skills.

- strong communication skills, both verbal and written; and

- working knowledge of Spanish (desired, not required).

To apply, please send your resume and cover letter to Dr. Elisabeth Figueroa, Associate Director of the Center for Immigrant, Refugee and Global Health, at Elisabeth.Figueroa@sph.cuny.edu.

This is an 80 per cent position, with an initial contract for twelve months. Salary to be negotiated, CUNY benefits included.