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<b>Job Title</b>	Community Engagement Core Project Manager
<b>PVN ID</b>	MD-2410-006535
<b>Category</b>	Research
<b>Location</b>	CUNY SCHOOL OF MEDICINE
<b>Department</b>	Office of Research
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,715.00 - \$91,190.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 30, 2024 (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 from social, ethnic and racial backgrounds historically underrepresented in medicine and to develop health professionals committed to practicing in under-served communities with a special emphasis on primary care and reducing health disparities.

As the recipient of a Research Centers in Minority Institutions (RCMI) U54 Cooperative Agreement, CUNY MED has established the NYCenter for Minority Health Equity, and Social Justice (NYC-MHESJ), whose mission is to address and advance the science of health disparities affecting racial/ethnic minorities and underserved communities in New York City. The NYC-MHESJ is aligned with the National Institute on Minority Health and Health Disparities (NIMHD) vision to advance the science of minority health and health disparities research by developing & strengthening the research infrastructure to conduct state-of-the-art research and foster the next generation of underrepresented scientists and enable them to engage in rigorous, mentored research experiences focused on diseases that disproportionately affect minority populations experiencing health disparities.

Under the general supervision of the RCMI NYC-MHESJ 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 RCMI CEC. The Project Manager will play a pivotal role in establishing the NYC-MHESJ'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 NYC-MHESJ 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 NYC-MHESJ and promote partnerships to reduce health disparities across NYC, with a particular focus on the most underserved communities.

The project manager 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 Project Manager regularly meets with the CEC director, Advisory Committee Program Manager, and other key RCMI 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 NYC-MHESJ and CEC goals;
- Assist the CEC Director & team to successfully facilitate community participatory research seminars for RCMI Project PI & Pilot Project PIs, with the goal of incorporating the tenets of community participatory research into all aspects of NYC-MHESJ;
- Develop & implement strategies for translating community science & community-engaged research the fundamentals for NYC-MHSEJ communities;
- Facilitate activities to complement CEC community engagement goals and leads/assists in disseminating knowledge to NYC-MHSEJ community partners;
- Host community listening sessions, town halls, and forums that foster synergy and build interest in NYC-MHSEJ 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 RCMI 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, focusing on health disparities among racial/ethnic minorities 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, focusing on health disparities among racial/ethnic minorities preferred; OR

- A background in research administration and an equivalent record of successful experience with community-based participatory research; experience focused on health disparities among racial/ethnic minorities preferred; AND
- Possession of the core competencies required at the time of hire; AND
- Timely availability to begin and direct the project core; AND
- 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 RCMI Investigators;
- Knowledge of community-based research skills needed to incorporate CEC community research into all aspects of NYC-MHESJ;
- 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 RCMI 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 RCMI 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.