

Research Project Coordinator

Job Description



Report to: Executive Director/ Principal Investigator

Classification: Part-time (20-25 hours per week)

Hourly: \$35-\$40 per hour

Location: Hybrid, NJ residency required

Start Date: ASAP

ABOUT PHEI: The Perinatal Health Equity Initiative is a Black female led, 501c3 nonprofit organization dedicated to eliminating inequities in Black infant and maternal health and restoring joy to motherhood in New Jersey. We do this by providing direct clinical care, advocacy, policy, education, research, and community engagement. We are rooted in Reproductive Justice, Social Justice and a Black feminist approach. Our offices are based in East Orange and provide support to the surrounding communities of Essex and Union county.

POSITION SUMMARY: The Research Program Coordinator is responsible for overseeing and managing all aspects of two research projects under Dr. Nastassia K. Harris (principal investigation). Both projects focus on improving birth outcomes for Black birthing people in New Jersey. The successful candidate will be expected to conduct research using the holistic frameworks and principles as outlined in the published document "Best Practices for the Conduct of Research With, For, and By Black mamas" written by the Black Mamas Matter Alliance.

POSITION RESPONSIBILITIES:

- Responsible for day-to-day oversight and management of all aspects of the research project according to protocol specifications.
- Carries out research within the scope of the established study protocol. Adheres to all human subjects regulations as defined by the federal government that pertain to research studies.
- Performs descriptive and multivariate statistical analyses of data, using computer software.
- Assist in the coordination of focus groups, parent councils, and study related interviews and surveys with ability to lead as needed.
- Designs and implements quality control measures to ensure accurate collection and processing of data.
- Contributes in-depth, original thought and relevance to written reports and to the writing of abstracts and manuscripts.
- Maintain study-related databases and prepare protocol-related reports.

- Monitoring project timelines, ensuring project progress, and assisting the Principal Investigator in monitoring project developments, including implementing changes as needed under the direction of the Principal Investigator
- Responsible for Institutional Review Board (IRB) submissions, correspondence, and regulatory binders, including minor administrative amendments. Working with the Principal Investigator to ensure compliance with all federal requirements, including the submission of IRB protocols, modifications, and renewals.
- Assist and coordinate recruitment and enrollment of eligible subjects and independently perform study-required subject assessments.
- Assist with job posting, interviewing, and hiring clinical research coordinator and other staff members.
- Participate in organizational meetings as required.
- Coordination of qualitative dyadic interview and/or administration of qualitative and quantitative interviews.
- Maintain HIPAA confidentiality and data integrity of patient information, which may include medical information.
- Oversee workflow direction to junior level staff and student research assistants.
- Preparing study progress reports for grants/funders.
- Performing data collection and study methods, including maintaining recruitment materials and assisting with survey implementation efforts, as well as providing support to ongoing data management efforts.
- Assists with the informed consent process and ensure that the patient/subject fully understands what is required of them throughout the study
- Escalating issues to the Principal Investigator in a timely manner
- Presentation of data in various formats including webinars and town halls.

QUALIFICATIONS & REQUIREMENTS

The ideal candidate for this role identifies with the target community of service, embraces reproductive justice, equity across the spectrum of perinatal health, as well as a thoughtful approach to day-to-day operational management, strategic planning, and organizational leadership. **Black women strongly encouraged to apply**

Required qualifications

- Resident of New Jersey with ability to get to East Orange and Newark
- Reliable transportation
- Masters degree in a health related discipline and 2-3 years of experience in maternal health quantitative research,
- Excellent oral and written skills
- Related experience in a health-related field such as public health, nursing, psychology, or health policy.
- Current CITI certificate
- Research experience in Black maternal and Infant health
- Experience with NVIVO or other qualitative data analysis software

- Demonstrated proficiency in project management, including budgeting, planning, execution, delivery, quality assurance, and reporting.
- Essential attention to detail, organizational, communication, and interpersonal skills. Excellent ability to work independently and balance multiple projects and tasks simultaneously.

Preferred qualifications

- Research doctorate
- Degree in public health
- Experience with community based participatory research (CBPR)
- Residency in Essex County
- Familiarity with Southward of Newark and East Orange

UPHOLDS THE PHILOSOPHY OF THE PERINATAL HEALTH EQUITY FOUNDATION BY:

- Communicating questions about work assignments or deadlines with supervisors or appropriate team members.
- Demonstrated commitment to and experience working in reproductive justice, social justice, and racial equality centering communities of color in their approach to work.
- Breastmilk/human milk is the preferred feeding source for most infants
- Completion of projects and work assignments by assigned deadlines.
- Maintaining a high degree of professional ethics, which includes confidentiality of all client donor, volunteer & employee information, business strategies, etc.
- Utilizing work time efficiently and with integrity
- Contributing to self-development and professional growth by seeking opportunities to learn through journals, seminars, or special programs.

Interested candidates can apply online at <https://perinatalequity.org/employment/>