

Program Coordinator
Office of Health Equity Research,
Equity Research and Innovation Center at Yale School of Medicine

The Program Coordinator will support the leadership of the Office of Health Equity Research in developing, organizing, coordinating, implementing, and executing projects and activities for the Office, which provides resources to support existing and new programmatic and research efforts that advance the science of health equity research at Yale School of Medicine. A successful Coordinator will work in a dynamic, cross-functional, multi-organizational environment that supports transformation of community engaged activities and research across YSM.

The position will coordinate and manage Office-wide projects from all related program areas. S/he will engage in research, educational and programmatic activities both within YSM and in the community through the Center for Research Engagement (CRE). S/he will be support and/or staff for the CRE Steering Committee as a representative of OHER. The Coordinator will support OHER and CRE special initiatives by assisting with grant submissions and providing launch support for new programmatic initiatives.

Essential Duties:

1. In support of the overall mission, work with OHER leadership to plan and execute programmatic activities. 2. Develops, implements, and maintains operational policies and procedures. 3. Manages program communications; identifies outreach potential and promotes philanthropic and collaborative support of the program. 4. Works closely with leadership, internal and external colleagues, and community residents to further develop and implement strategic plans. 5. Identifies, solicits, and cultivates community partnerships and collaborations to assist in the development and growth of the program. 6. Tracks all program activities and regularly informs leadership of progress on each initiative. Recommends structural or programmatic adjustments, changes or additions based on full knowledge of missions, goals, and objectives. Develops metrics to identify and measure the success of the program. 7. Assists in identifying and evaluating potential future funding sources and contributes to the submission of grants and contracts supporting the program. 8. May perform other duties as assigned.

Required Education and Experience:

Bachelor's Degree in a related discipline and three years of experience or an equivalent combination of education and experience.

Required Skills/Abilities:

- Demonstrated experience in community-engaged research or scholarship.
- Knowledge and skill in applying analytical and evaluative methods and techniques to issues or studies concerning the efficiency and effectiveness of program operations.
- Excellent communication skills. Ability to communicate ideas and information clearly and appropriately for the situation and audience. Professionalism, leadership, organizational and team player characteristics. Ability to adapt quickly to new areas of focus. Ability to interact and collaborate with all levels of management and cross-functional teams.
- Experience managing complex projects, multi-tasking, flexibility, and independent problem solving to meet project deadlines.

- Demonstrated experience in writing grant proposals, abstract submissions, manuscripts, progress reports, and IRB proposals.