

JOB ANNOUNCEMENT

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC. Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)

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| POSITION: | Research Project Coordinator |
| REPORTS TO: | Albuquerque Area Southwest Tribal Epidemiology Center Director |
| FLSA STATUS: | Exempt (Full-Time) |
| LOCATION: | Albuquerque Area Indian Health Board, Albuquerque, NM |
| BENEFITS: | Annual Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan. |

GENERAL DESCRIPTION:

Under the supervision of the AASTEC Director the program coordinator is responsible for day-to-day implementation of objectives/activities aligned with several research projects aimed to advance the health and wellness of American Indian people.

MAJOR DUTIES:

- Assist in planning, coordinating and implementing study activities;
- Conduct site visits to participating tribal communities on a routine basis to coordinate the implementation of study protocol activities;
- Ensure the efficient collection, compilation, and analysis of data;
- Participate in the recruitment and training of community research partners, and provide ongoing support and technical assistance to field staff and contractors;
- Assist with the design and development of project-related materials and activities (e.g., intervention educational materials, survey instruments, focus group moderator guide, and interview measures);
- Develop and implement systems and processes to establish and maintain records of research activities;
- Coordinates meetings with study team and partners;
- Provide administrative support to the research team;
- Assist in the writing of reports and grant applications;
- Attends relevant trainings to strengthen capacity in research methods, research ethics, etc.;
- Develops and maintains positive relationships with all project partners;
- Performs related tasks as assigned.

KNOWLEDGE REQUIREMENTS:

- Knowledge of and experience in working with tribal communities is essential;
- Knowledge of health research methodologies, protocols, and protection of human subjects;
- Ability to communicate effectively orally and in writing;
- Extensive organizational, planning, and coordinating skills;
- Ability to think ahead and plan over a one to two year time span;
- Ability to work independently and as a program team member;

QUALIFICATIONS:

- Minimum bachelor's degree in community/public health, health education, or related field. Master' degree is preferred;
- Two years of experience working in fields of public health, health promotion/disease prevention, community health education, health research or relevant field;
- Two years of experience working with tribal communities or tribal organizations;
- Proficient public speaking and writing skills;
- Strong organizational skills;
- Must be able to travel;
- Able to operate a motor vehicle and have a valid State driver's license;
- Completion of background investigation is required.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior/office environment;
- Talk, hear, sit, stand; use of hands to handle objects, equipment, controls and reach with arms and hands;
- Noise level is usually minimal;
- Travel including overnight stays as needed;
- Drive company-leased vehicle to communities served by AAHIB.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION: Send CV/Resume, list of three professional references, salary requirements and cover letter to dpeterson@aaihb.org or regular mail to: Delrae Peterson, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls. For best consideration, please forward all application materials by August 6th, 2021.