

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC. (AAIHB)
ALBUQUERQUE AREA SOUTHWEST TRIBAL EPIDEMIOLOGY CENTER (AASTEC)**

JOB ANNOUNCEMENT

POSITION: Research Project Coordinator

REPORTS TO: Albuquerque Area Southwest Tribal Epidemiology Center Director

FLSA STATUS: Exempt (Full-Time)

LOCATION: Albuquerque Area Indian Health Board, Inc., Albuquerque, NM

SALARY RANGE: \$50,000 - \$65,000 per annum (DOE)

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 tribal cancer control research projects funded by the National Cancer Institute and the Centers for Disease Control and Prevention. These studies aim to examine best practices for enhancing colorectal cancer screening among American Indian men and women. The performance of duties will be in compliance with guidelines established by AAIHB and the funding agencies.

MAJOR DUTIES:

- Assist in implementing and tracking project goals, objectives, and outcomes of the tribal cancer control research projects;
- Participate in the recruitment and training of study partners;
- Conduct site visits to participating Tribes on a routine basis to coordinate the implementation of study protocol activities;
- Ensure the efficient and confidential collection, compilation, management, and analysis of data;
- Develop and maintain positive relationships with Tribal leadership, IHS/Tribal/Urban Indian health facility providers, and community members;
- Assist with the design and development of study-related materials and activities (e.g., intervention educational materials, survey instruments, focus group moderator guide, trainings, and interview measures);
- Develop and implement systems and processes to establish and maintain records of research activities for the process evaluation studies;

- Coordinate community advisory board meetings with Tribes and partners;
- Provide logistic and administrative support to the research team;
- Assist in the writing of reports and grant applications;
- Assist in maintaining IRB protocols;
- Attend relevant trainings to strengthen capacity in research methods, research ethics, etc.;
- Develop and maintain positive relationships with all project partners;
- Perform 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;
- Ability to establish and maintain cooperative relations with a wide range of individuals and organizations at every level (Tribal Councils, Indian Health Boards, Committees, individuals, healthcare providers/administrators, public and/or private agencies).

QUALIFICATIONS:

- Minimum Master’s degree in community/public health, health education, or related field.
- Two years of experience working in the field(s) 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 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 AASTEC/AAIHB.

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 October 19th, 2018.