Salary Range: $22.00-$25.00/ hour

Work Schedule: This is a part-time position; 10-20 hours per week; non-exempt position. This position is not eligible for benefits. This is a temporary appointment expiring on or before June 30, 2021, contingent upon the availability of funds.

Position Overview: Under the direct supervision of the Principal Investigator, the Project Coordinator will participate in help lead, manage, and facilitate the execution of various research activities. Weekly activities are performed independently under general supervision. The Project Coordinator will oversee and help the PI with all aspects of the Filled Project.

Essential Functions:
- Help train and supervise research assistants
- Assist with administrative duties, documentation, and correspondence with the University, research assistants, collaborative community organizations, and other project related communication.
- Assist with IRB correspondence, summary reports, and any project related dissemination effort.
- Prepare and oversee community outreach and recruitment activities
- Create educational or promotional material (fliers, fact sheets, brochures, etc.) for material dissemination to academic and public communities
- Manage data collection (qualitative and quantitative) and electronic filing various documents/materials
- Conduct presentation material
- Assist the PI in all aspects of research data development, collection, analysis, and dissemination or when needed
- Fulfill other duties as assigned

Requirements:
- Must have a MPH degree.
- Minimum of 3+ years experience with community advocacy and dissemination efforts
- Minimum of 3+ years experience with administrative coordination and experience with minority communities, specifically document tracking, report and logistical preparation (using Microsoft Office)
- Minimum of 3+ years experience with designing (using ADOBE Creative) and implementing health/community efforts through various digital platforms (via social media, health websites, blogs, etc.)
- Minimum of 5+ years experience with communities of color, vulnerable, or marginalized populations
- Must be proficient in digital health communication and health policy initiatives
- Ability to independently handle multiple work unit priorities and projects with minimal supervision
- Ability to apply independently a wide variety of policies and procedures with strong attention to detail
- Ability to perform effectively with teams and under strict deadlines
- Ability to draft and compose correspondence and standard reports for different audiences
- Ability to effectively handle a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature
The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the UAS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current UAS employees who apply for the position.

Review of applications/resumes will begin on February 17, 2021 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

Click to Apply: