

PHI CHEC Project Coordinator Position

Project Overview

The Chicago Cancer Health Equity Collaborative (ChicagoCHEC) is a National Cancer Institute comprehensive cancer partnership. The mission is to advance cancer health equity through meaningful scientific discovery, education, training, and community engagement. ChicagoCHEC is a constellation of people, organizations, and communities working toward cancer health equity. More information can be found at <https://chicagochech.org>.

The Prostate Health Index Cancer Health Equity Collaborative (PHI CHEC) is a ChicagoCHEC pilot project, developed through a partnership between Chicago Global Health Alliance, Project Brotherhood, Northeastern Illinois University, Northwestern University, and University of Illinois at Chicago Cancer Center.

Position Overview

Chicago Global Health Alliance is seeking a Project Coordinator for primary support of a mixed-methods research project focused on engaging African American men in prostate cancer disparities research. The project team includes health researchers, community-based organizations, and trained peer leaders (Citizen Scientists). This is a temporary, part-time contracted position working approximately 30 hours per month. Initial contract length is 3 months with the possibility of extension in 3-month intervals based on satisfactory performance, availability of work, and project funding.

Job Responsibilities

The project coordinator will assist with activities related to participant recruitment and retention, data collection, and related tasks including:

- Preparing materials for meetings
- Administering measures to participants
- Note-taking during meetings with study team and participants
- Assist with training Citizen Scientists on study protocols
- Track Citizen Scientist progress and outcomes
- Ensure study protocol compliance with ongoing participant communication during the study period to troubleshoot issues
- Data entry, cleaning, and organization
- Assist with writing reports, journal articles, and presentation of project activities and results as needed

Qualifications

All required qualifications must be documented on application materials.

Required Qualifications:

BA/BS or a combination of related education and work experience to equal four years.
Experience with participant recruitment and/or outreach into communities underserved by health providers.
Experience and demonstrated competence in working with African American males.
Detail-oriented with exceptional organizational, planning, and problem-solving skills.
Ability to network and interact, as well as support effective partnerships with key groups and individuals.
Ability to work independently, as a part of a team and with changing priorities.
Demonstrated ability to maintain deadlines and prioritize assignments.
Excellent written, verbal, and interpersonal skills.

Preferred Qualifications:

Masters in Social Science, Mental Health, or Public Health related field.
Experience working in a research setting.
Certified in human subjects research and familiarity with Institutional Review Board process.
Experience with qualitative data collection (e.g. interviews, focus groups).
Experience with preparation of manuscripts for submission to peer-reviewed journals.

Please submit a resume detailing experience and qualifications to
chicaglobalhealthalliance@gmail.com