

Position Title: Project Coordinator

Requisition Number:

Auto Req ID:

Duke Entity: University

Departmental Name: NSOE ESP Div

Full Time/Part Time: Full Time

Job Family Level: 10

Salary Range: expected range: \$36,200-45,000 annually

Job Description:

Occupational Summary

The Project Coordinator is responsible for project management in community engagement and research translation related to public and environmental health. Primary affiliation is with the Duke Superfund Research Center (SRC) based at the Nicholas School of the Environment. The Project Coordinator reports directly to the Senior Program Coordinator of the SRC.

Work Performed

This position focuses on bi-directional community engagement and the communication of science and policy related to hazardous chemicals. The Project Coordinator is based within the Duke Superfund Research Center (SRC) and works in close conjunction with SRC researchers and other staff. The ideal candidate for this position will be grounded in best practices of community engagement and research translation in public and environmental health and will have significant previous experience in the approaches we propose (e.g., community engagement, social marketing, research translation for professional and lay audiences, and/or community-based participatory research), significant experience in environmental health, toxicology, or health sciences, and an interest in ensuring that the influences of research in these areas extend beyond the academy. Key tasks for the position include:

- Provide project and staff management, working with the Senior Program Coordinator on multiple SRC projects with concurrent timelines. Work cooperatively with the Senior Program Coordinator to manage project timelines and staff and trainee workloads.
- Contribute to significant community outreach and engagement efforts to identify and form partnerships with at-risk communities exposed to the contaminants that are the focus of the DUSRC research in environmental health and to apply best practices in developing projects that will collaboratively lead to exposure reduction.
- Contribute to research translation efforts on multiple projects, including writing that synthesizes scientific or technical concepts for audiences somewhat familiar with these concepts, and translate complex scientific writing for a lay audience in both written and oral forms of communication.

- Contribute to operational, strategic, and programmatic decisions that have a significant impact on the successful achievement of community outreach, engagement, and bi-directional translation of research, science, and policy around hazardous chemicals and sites.
- Monitor and evaluate project effectiveness using qualitative and quantitative research techniques; investigate trends, and work with the Senior Program Coordinator to recommend and implement modifications to improve program effectiveness.

Perform other related duties incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Preferred Qualifications at this Level

Education/Training

A Master's degree or 4+ years of professional experience in public health/environmental health/ecotoxicology, community engagement and research translation are required.

Experience

Professional experience and/or coursework in the following are preferred in the areas of: social marketing, community-based participatory research, environmental policy, health behavior research, environmental science, health sciences or toxicology, technical communications.

Successful candidates will have:

- Demonstrated experience working collaboratively with community stakeholders to address environmental and/or health concerns and evaluating programs and outcomes.
- Significant coursework and/or professional experience in environmental or public health, health behavior and health education, public health, or a related field.
- Communications, community outreach and engagement, research, project management, and organizational skills generally obtained through completion of a master's degree program in environmental policy, social science research, public health, or a related discipline.

Skills

- Ability to manage multiple projects with competing deadlines.
- Skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions to problems.
- Skill in evaluating the performance of a project or initiative and the impact and outcome of actions taken.
- Experience with social media, website content management and development.
- Demonstrated ability to build relationships with diverse groups of stakeholders from varied educational, socioeconomic, and cultural backgrounds.
- Strong written and communication skills.

- Flexibility for some weekend and evening work effort, and for regional travel away from the Durham area approximately 2-3 times per month, approximately 5-10% of work hours monthly.
- Spanish-speaking ability ranging from conversational to bilingual desired.

Required Qualifications at this Level

Education/Training: Work requires communication and analytical skills normally acquired through a 4-year college education.

Experience: Work requires a general knowledge of research methods, procedures and activities normally acquired through 1 year of social science research experience.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION
AND/OR EXPERIENCE**

NOTE: Funding for this position is available via grants and currently only available through March, 2017. We anticipate extending the position based upon performance and renewal of our current funding source (currently in the application phase) and through new funding sources currently being pursued. The scope of work may shift slightly with changes to funding sources, but will remain aligned with environmental public health research translation and community engagement.