[PART-TIME] Research Project Coordinator

Reports To: Komen, NCTC Executive Director

Supervisory Responsibilities: None

Hours of Work: The Project Coordinator position is a part-time 15-20 hour per week, non-exempt employee of the Affiliate. Daily office hours are between 9:00am to 5:00pm, but the majority of the work will be done remotely and out in the community. Some evening and weekend hours may be required.

Basic Functions: This position is responsible for administration of the grant-funded two-year project titled, From Action to Impact: Improving Breast Cancer Care in NC Through Navigation and Collaborative Partnerships. The coordinator will support site locations, plan, take notes and follow-up for all project meetings. The coordinator will build community relationships in three regions in NC, and will keep all key project partners on the agreed upon timeline. The coordinator will also ensure funder compliance by monitoring the direct services funds to a health care organization and being the point of contact for questions or concerns. This position requires an ability to build strong relationships with community organizations and very strong communications and organization skills. The individual will work closely with the Research Director to oversee the success of the project.

Primary Responsibilities:

Project Administration (55%)

- Responsible for overall organization and governance of the Action to Impact project
- Coordinate all necessary meetings related to the project
- Take notes during all meetings
- Follow-up with all project partners after the meetings; send reminders on upcoming task deadlines; keep the project on the timeline
- Map health care systems in three regions
- Plan and execute key tasks to prepare for qualitative research
- Oversee focus groups and other community engagement
- Develop and distribute reports for project funders including but not limited to: SECU Foundation, Novant Health Foundation, Medline, Komen Headquarters
- Ensure project working group(s) maintain compliance with UNC and other contracts

Relationship Development (45%)

- Contact providers and community organizations to set-up meeting and discuss project
- Join relevant community coalitions/groups to help build buy-in into the grant funded project and to bring awareness to Komen’s presence in the North West area
- Engage local stakeholders, patients, care givers and health care providers in each region in order to implement qualitative research component of the project

Direct Service Coordination (5%)

- Act as point of contact for any questions from the contracted direct service provider
- Ensure funding is being used as intended via six month check-in, possible site visit and service Excel report
- Request second payment from Komen Charlotte Affiliate when appropriate

1.21.2020
Position Qualifications:

- Minimum of B.A./B.S. in public health, social work, or other related discipline.
- Preference given to MPH candidate or other related master’s level discipline.
- Minimum of 2+ years’ experience in related field, non-profit experience, community organizing and/or research assistant experience a plus.
- Have access to transportation and valid driver’s license.

Candidate will also possess:

- An interest in and commitment to the mission of Susan G. Komen.
- A willingness and ability to represent the organization in a positive manner.
- Strong communications skills, both oral and written.
- Strong organization, problem-solving, priority-setting and decision-making skills.
- Ability to focus on details and follow-through to completion.
- Ability to communicate comfortably with target populations (minority populations; lower income populations; rural populations).
- Ability to develop collaborative relationships with healthcare facilities and community organizations.
- Comfort discussing breast health, cancer and related topics.
- Demonstrated computer proficiency in MS Office Products — Word, Excel, PowerPoint, and ability to learn new software.
- Demonstrated accountability and learning agility.
- Consistently demonstrate courteous, ethical, cooperative, accountable, and professional behavior to all contacts, internal and external.

This position requires travel within the state of North Carolina, primarily in the Raleigh, North West region and Charlotte areas.