



Community Research Alliance Part-time Coordinator Position

The Institute for Community Research has an immediate opening for a three-year part time (3 days per week) coordinator position to organize and manage the activities of the Community Research Alliance (CRA). The CRA is an alliance of nearly 20 community organizations and service providers in the greater Hartford area that have a common interest in promoting health related equity, and reducing health related disparities through building inter and intra-organization evaluation capacity, sharing knowledge and engagement in community based research activities with partners at local institutions and universities. The position is based at and supervised by senior personnel at the ICR, and the coordinator responds to the CRA co-chairs and steering committee.

Responsibilities:

- Support the Alliance co-chairs and steering committee in guiding Alliance activities and actions.
- Maintain contact with Alliance members, and ensure their attendance and unique contributions.
- Handle Alliance administrative work (scheduling meetings, developing agendas, ensuring attendance, meeting and related documentation and reporting).
- Expand CRA membership.
- Facilitate the development and coordination of cross organizational capacity building and university and hospital/clinic engagement.
- Work with CRA leadership to conceptualize Alliance work, decide on activities, focus funding searches, find appropriate partners for health related research, evaluation and consultation.
- Work with the Steering Committee to fund raise, write and submit grant proposals and play a key role in infrastructure and project based fund raising to continue CRA work.

Qualifications:

- BA or MA/MS/MPH in social work, public health, social or systems science.
- Experience in community based research (CBPR) and evaluation activities especially related to health disparities.
- Experience working in NGO/CBO settings, and understanding of CBO/NGO organizational challenges
- Work experience with diverse ethnic/cultural, linguistic and health disparities communities in Hartford or similar setting.
- Experience obtaining or assisting in obtaining funding for CBO/NGO activities.
- Excellent communication and interpersonal skills to manage a wide variety of internal and external relationships..
- Excellent writing and editing skills, with high attention to detail.
- Ability to work independently, as part of a team, and across teams.
- Strong work ethic, high degree of self-motivation and initiative and ability to meet deadlines, and respond with flexibility to unanticipated requests.

Salary: Commensurate with experience up to annualized \$60,000

How to Apply: Interested qualified candidates should send resume and cover letter to Emily.marble@icrweb.org or mail materials to HR Department, Institute for Community Research, 2 Hartford Square West, Suite 100, Hartford, CT 01606. Position will be posted until filled.