



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Community Project Coordinator

Department: Dept. of Health Policy – Project HEED

Reports to: Associate Executive Director

Hours: Full-Time; flexible schedule is required (some evenings and weekends)

Position Summary:

The Community Project Coordinator will work on an innovative NIH-funded health disparities grant. The grant uses community-based participatory research to prevent diabetes through lifestyle changes. The Community Project Coordinator will be the face of this grant in the community, building relationships and generating interest, enthusiasm, and active partners in East Harlem. This person will join with current community and academic partners to achieve the goal of preventing diabetes in this vibrant, multicultural, low income community.

Responsibilities include:

- Supervise recruiters/surveyors.
- Assist members of the Community Action Board (CAB) in acquiring skills and resources necessary to guide and implement the project.
- Facilitate communication between CAB members and project staff members.
- Build and maintain relationships with local community organizations.
- Organize CAB meetings and recruitment and follow-up events for study participants.
- Report progress to project leaders.
- Encourage active community participation and help to conduct interventions.
- Additional duties as assigned by supervisor.

Qualifications:

- Master's degree (MSW or MPH preferred) and 1-2 years relevant experience, or equivalent is required.
- Demonstrated experience in community organizing required.
- Demonstrated knowledge of research methods required.

- Demonstrated experience working with a diverse population in an urban setting.
- Ability to communicate effectively and work collaboratively with community and academic partners, and multiple levels of staff.
- Ability to meet deadlines, maintain programmatic and administrative priorities, and adapt to shifting priorities and timelines.
- Experience or ability to work both independently and in a team-oriented, collaborative environment is essential.
- Excellent written and verbal skills.
- Strong computer skills.
- Excellent organizational ability, attention to detail, and interpersonal skills.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

projectheed@gmail.com

Please indicate Community Project Coordinator in subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER