Community Engagement Coordinator  
Center for Research Engagement, Office of Health Equity Research at Yale School of Medicine

Under the supervision of the Director of the Office for Health Equity Research (OHER) and Center for Research Engagement (CRE), the Community Engagement Coordinator will lead community-engagement efforts for the scholar training programs of the Yale Center for Clinical Investigation (YCCI) and the Yale National Clinician Scholars Program (NCSP), through development of community-engaged research training for scholars, community members, and policymakers. The Community Engagement Coordinator will work with faculty to develop the vision and foster the necessary community relationships for the Programs. They will build and maintain relationships in the community, develop curriculum and training modules for YCCI/NCSP Scholars, serve as a research mentor and support Scholars conducting community-engaged research, and prepare reports and communications on the programs' community-engaged research initiatives.

The candidate must have strong community relations experience, be knowledgeable about research and how research is used to advance action, be comfortable in working with academics and community members, demonstrate bridge building expertise between academia and the community, and have experience in the practice of community-engaged research. Ideally the candidate should live in New Haven, have experience and/or training in public health, be well known and respected in the city, be comfortable in approaching the leadership of the city and key organizations, and be known and trusted by grassroots groups.

Essential Duties:

Specifically, the Community Engagement Coordinator (1) leads the YCCI and NCSP Scholar Program’s community-engaged research efforts in building and maintaining community relationships; (2) manages all aspects of the New Haven immersion experience for new Scholars, including organizing neighborhood walking tours, meeting with neighborhood leaders and leaders of major health and city organizations; (3) serves as a resource/mentor to the Scholars as their research projects evolve; facilitates community connections and serves on Scholar research project teams when appropriate; (4) serves as a resource for other faculty on the health campus who seek advice and consultation on doing collaborative research in New Haven; (5) gives the Scholars Programs a presence in the New Haven community by attending key events, serving on key committees/boards related to engagement priorities, and being an ambassador/spokesperson for the Programs in the community; (6) attends meetings of the NCSP Committee on Community Projects and serves as the primary contact for community members attending the NCSP National Meeting; (7) works with Scholars in developing and managing their community-engaged research projects and budgets and is a resource to Scholars and faculty on budget-related policies; ensures budgets and spending are in compliance with University guidelines; (9) leads the Programs’ communication initiatives relating to CBPR, including preparing reports and updates for Program leadership, the NCSP Steering Committee, and Yale Center for Clinical Investigation; and (9) prepares a summary of projects and their impact for internal and external audiences, communications to introduce the Scholars Programs to new entities in the community and University, and other reports as requested.

Required Education and Experience:

Bachelor’s Degree in a related discipline and three years of experience or an equivalent combination of education and experience. Advanced degree preferred.

Required Skills/Abilities:

- At least 3 years of proven experience participating in community-engaged research projects and/or public health initiatives in New Haven.
- Excellent communication skills. Ability to communicate ideas and information clearly and appropriately for the situation and audience. Professionalism, leadership, organizational and team player characteristics. Ability to adapt quickly to new areas of focus. Ability to interact and collaborate with all levels of management and cross-functional teams.
- Experience managing complex projects, multi-tasking, flexibility, and independent problem solving.
- Demonstrated experience in writing grant proposals, abstract submissions, manuscripts, progress reports, and IRB proposals.

Please submit CV, cover letter, writing sample, and three references to eric.ysm@yale.edu