

Program Coordinator, Community Health Equity Research
Institute
University at Buffalo, The State University of New York

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Posted Nov. 7, 2024, set to expire Aug. 4, 2025

Job Title	Program Coordinator, Community Health Equity Research Institute
Department	Community Health Equity Research Institute
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54000

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Job Description

UB's [Community Health Equity Research Institute](#) is seeking a motivated **Program Coordinator** to manage a federally funded project from the National Institute of Minority Health Disparities (NIMHD). The incumbent will work collaboratively with various stakeholders to design projects, collect data and prepare reports, and facilitate the operations and administration of the award.

Primary Duties and Responsibilities Include:

- Work with Center of Excellence leaders (primarily the Directors of the Administrative, Investigator, and Community Engagement and Dissemination cores) in implementing the Center's initiatives.
- Provide project management support for investigator training focused on working with community members.

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- Coordinate meetings and events for both internal and external participants, including the quarterly meetings of the Community Advisory Board, and UB Community Health Equity Research Institute seminars and workshops.
- Oversee the maintenance and updating of databases and maps of nonprofit organizations and community-based groups on the East Side of Buffalo.
- Ensure records of Center of Excellence program activities are documented in accordance with program procedures and are available to support ongoing program monitoring.
- Prepare regular reports on the progress and outcomes of CBPR efforts.

The Center of Excellence in Investigator Development and Community Engagement at the University at Buffalo (UB) Community Health Equity Research Institute was established with an award from the National Institute of Minority Health Disparities (NIMHD). Its purpose is to provide research support to early career investigators, engage the community in the development and implementation of research projects, and support the development of policies and other changes to reduce health disparities in the African American community. This approach is grounded in Community Based Participatory Research (CBPR) activities. The Project Manager works with scholars to design CBPR projects, disseminate research results and work for policy change, and manage the Community Partnership Grants.

This position is based at UB (Downtown Campus) and will involve work and programs at community sites. Transportation to and from sites will be required.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

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Contact

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