



## Community Engagement Core Associate (Part-Time)

### Summary

Assists Community Engagement Core (CEC) program efforts and community-engaged research initiatives within the HEALTH-RCMI by providing outreach, resource navigation, and assistance with research programs.

### Job Duties

1. Serve as a point of contact between the community/neighborhoods and the HEALTH-RCMI.
2. Establish rapport with community members.
3. Recruit program participants for university research studies.
4. Maintain documents and provide thorough documentation in a timely manner.
5. Develop and maintain professional relationships with community-based organizations (e.g., local schools/ school districts, health and community non-profits, and stakeholders).
6. Perform other job-related duties as required.

This position will be housed in the Community Engagement Core that is executed by the NIH/NIMHD funded Research Centers in Minority Institutions (RCMI) U54: HEALTH Center for Addictions Research and Cancer Prevention (<https://www.healthrcmi.com/>). The RCMI is advancing strategies for addressing health disparities in underserved communities by translating scientific breakthroughs into culturally informed and community-centered dissemination and implementation strategies.

We are seeking an employee with a demonstrated record of (1) conducting outreach to inform programs in the community that promote, maintain, and improve individual and community health, (2) conducting community education activities such as trainings and workshops, and (3) a commitment to health-equity science. Employee will work closely with the CEC community engagement coordinator in community outreach efforts and dissemination. A strong candidate would work well with a diverse team in the execution of research and community initiatives being supported by the center. Necessary qualifications for success in this position include the capacity to execute health education programs, meticulous attention to detail, the ability to multi-task between assignments (i.e. organizational skills), and excellent communication skills.

### Job Requirements

Bilingual: Spanish/English

Education: Associates or higher

Experience: 1 year of experience

Certification/Licensing: None

The following documents are required:

- Resume

- A cover letter stating your: (a) interest in the position; (b) background building community partnerships and executing community-centered health programs; (c) interest in health equity science and activities; and (d) pertinent background / work related experience.