



Job Posting: Project Coordinator, Duke Clergy Health Initiative

Occupational Summary

The primary responsibility of the Project Coordinator of the Clergy Health Initiative is to plan and ensure the successful completion of participant events and research activities for the Spirited Life intervention, according to university and Divinity School policies and objectives, and under the supervision of the Director of Program Development and Operations. This is a grant-funded position, supported through December 2015.

Work Performed

Semi-annual health screening and data collection events

- Select, schedule and coordinate with sites across the state to conduct health screening events.
- Work with the Director of Program Development & Operations to:
 - o Hire and supervise temporary staff to assist with these health screening events.
 - o Conduct semi-annual trainings for temporary staff on use of health screening machines and data collection protocols.
- Maintain & update protocols for accurate data collection across study years. This includes protocols for the use and maintenance of all research equipment and protocols used for screening events.
- Coordinate and manage travel arrangements (e.g., rental cars, hotels) for temporary staff traveling the state for health screening events.
- Organize supplies and calibrate machines needed to collect blood pressure, cholesterol, and other biometric data from clergy participating in Spirited Life.
- Inventory machines and research equipment before and after each research collection and prepare for proper storage when not in use.
- Maintain and replenish supplies and lab materials for health screening equipment.
- Attend 20-30 (per year) health screenings across the state of North Carolina and conduct quality assurance checks on the data collection. Query participants about their overall experience and interactions with the health screening activities, either on site or as follow-up to the event. This travel includes both day-trips and overnight stays.
- Assist with data entry of the collected data and perform quality assurance checks on the data, especially noting missing data promptly.
- Contact participants as needed to schedule and/or reschedule appointments for screening events.
- As needed, assist the Administrative Coordinator and Director of Program Development & Operations in handling participant requests, questions and complaints.
- Meet and correspond regularly with the examination team about plans for implementing screening research activities.

Spirited Life Workshops

- Assist the Administrative Coordinator and Director of Program Development & Operations with the following duties, as needed:
 - o Locate and contract with sites across the state to provide one-day and overnight workshops for clergy participating in Spirited Life.
 - o Coordinate housing, food, and meeting rooms with the sites.
 - o Complete event planning and preparation for supplies, worship services, special guests, room set up, meals, special diets, workshop curriculum, event audio-visual needs, and staff arrangements.

- Coordinate workshop dates with the United Methodist Conference calendars and other timing needs.
- Field communications from participants requesting to change workshop dates; assistance with other participant concerns or complaints may also be required.
- Track attendance at workshops.
- Prepare contingency plans for common workshop conflicts and troubleshoot on site logistical issues.

Communications

- Assist the Director of Communications with the following duties:
 - Create summaries of research findings for the Clergy Health Initiative website and other channels, interpreting complex information and ensuring that communications are clear, accurate and interesting to clergy and general audiences
 - Coordinate marketing activities and field inquiries related to resources (e.g., our Pastor & Parish DVDs and workbooks) offered by the Clergy Health Initiative.

Other Duties

- Communicate with participant tracking team on a regular basis to track participation, edit correspondence text and oversee the tracking efforts of various research activities.
- Communicate with study participants to discuss arrangements or to follow-up about completion of research activities.
- Serve as a member of the research team and prepare participation and status reports for workshop and health screening events.
- Occasional assistance with literature searches and research papers may be required.
- Other duties pertaining to other program work of the Clergy Health Initiative as assigned.

Personal Qualities

The ideal candidate will successfully execute the tasks of this position and work through an intense schedule, particularly during semi-annual health screening events and other program events (e.g., workshops). The candidate must make sure each event is prepared for and executed with highest excellence. Dedication to the dual goals of data collection to the precise level of detail conveyed by the research team and excellent customer service so participants feel cared for and respected will be of utmost importance.

Additional Desired Qualities and Skills: Attention to detail. Excellent interpersonal skills when dealing with study participants, co-workers, and site partners. Ability to learn new material quickly. Flexibility and the willingness to be accommodating in order to promote the success of multiple projects managed by the organization. Interest in furthering experience with research. Self-motivation and high efficiency; that is, the ability get work done without direction but to know when to ask questions.

Education

Work requires communication and analytical skills normally acquired through a 4 year college education.

Experience

Work requires a general knowledge of research methods, procedures and activities normally acquired through 1 year of social science research experience, as well as writing experience and skills in evaluating program performance, summarizing findings, communicating results, and forming an action plan. OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

To apply: Visit the Duke Jobs webpage at <http://www.hr.duke.edu/jobs/index.php> and search openings by Requisition Number: 400805980. All applicants must apply through the Duke Jobs webpage, however, cover letters and resumes may also be sent directly rmeyer@div.duke.edu.