

Job Title:	<b>Research Coordinator</b>	Reports To:	Associate Director of Research
Location:	Chicago	Travel Required:	
Level/Salary Range:	DOE	Position Type:	Exempt
HR Contact:	Claudria Hurt	Date Posted:	10/3/2019
External Posting URL:			
<b>Applications Accepted By:</b> Email: <a href="mailto:careers@alliancechicago.org">careers@alliancechicago.org</a> or Fax: 312.274.0069 Subject Line: Research Coordinator			

<b>Job Description:</b>
<p><b>Position Overview:</b>          The Research Coordinator position at AllianceChicago will have the exciting opportunity for hands-on experience with a network of community health centers (CHCs) and leveraging Health Information Technology (HIT) for quality improvement and research. The primary responsibilities of the Research Coordinator are to coordinate the daily operations of multiple projects involving multidisciplinary internal and external teams and stakeholders.</p> <p><b>Essential Duties:</b></p> <ul style="list-style-type: none"> <li>• Prepare Institutional Review Board and research review documents for research and human subjects' studies for project specific needs</li> <li>• Assist Research Manager with data collection and validation for projects, as needed</li> <li>• Consult with Research Manager on troubleshooting project related issues, as needed</li> <li>• Track recruitment and engagement of CHCs and human subjects in research in preparation for monthly dashboards and quarterly updates</li> <li>• Prepare and submit monthly research dashboard and quarterly updates</li> <li>• Prepare and submit research related communications for internal and external stakeholder newsletters</li> <li>• Monitor and update project plans of research projects in collaboration with Research Manager</li> <li>• Assist Research Manager in preparation of materials and coordination of internal and external meeting, as needed</li> <li>• Assist with interim reports for principal investigators, funders, Institutional Review Boards, and other stakeholders</li> <li>• Communicate with external partners including CHCs, academic researchers, funders, and community stakeholders to coordinate any administrative needs</li> <li>• Assist Research Manager with the coordination of recruitment and engagement of CHCs in research</li> <li>• Adhere to AllianceChicago documentation standards</li> <li>• Express the mission, vision, and values of AllianceChicago</li> <li>• Support administrative tasks of research team, as required</li> <li>• Other duties as assigned</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Ability to multi-task and work on simultaneous projects</li> <li>• Ability to prioritize workload to ensure on-time project completion</li> <li>• Strong problem-solving skills</li> <li>• Keen attention to detail</li> <li>• Proficiency in Microsoft Office Professional products</li> <li>• Knowledge of SharePoint, JIRA, SmartSheets, and Salesforce preferred</li> <li>• Excellent verbal and written communication, interpersonal, and customer service skills</li> </ul>

**Education/Training/Expertise:**

- Bachelor's degree in social, behavioral, or health sciences or three years' experience with a minimum of one year of project coordination experience is required
- Prior work experience in a health care or research-related organization preferred

**Working Conditions:**

- General office setting, extensive telephone and desk work at computer terminal
- May be required to lift, carry, bend, reach and stand with small parcels up to 25 lbs.
- May be working during on-site visits in clinical environments and settings where medical equipment, chemicals, communicable diseases and certain pathogens may be present

**ORGANIZATIONAL OVERVIEW:**

Founded by four partner Community Health Centers in 1997, AllianceChicago's three core areas of focus are Health Care Collaboration, Health Information Technology, and Health Research & Education. AllianceChicago supports the use of HIT to improve quality, efficiency, and access to services in a national network of community Safety Net health care organizations. The mission of AllianceChicago is to improve personal, community, and public health through innovative collaboration.

**ADA Statement:** The Americans with Disabilities Act prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation. It also mandates the establishment of TDD/telephone relay services.

**EEO Statement:** AllianceChicago believes that all applicants and employees are entitled to equal employment opportunities and maintains a policy of non-discrimination with respect to religion, color, sex, sexual orientation, national origin, age, veteran status, marital status, physical or mental disability, or any other legally protected class in accordance with applicable law, except where a bona fide occupational qualification exists. AllianceChicago will comply with all phases of employment including, but not limited to, hiring practices, transfers, promotions, benefits, discipline, and discharge.

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as qualified.