



## **Job Announcement**

**Agency: Rainbow Health Initiative**

**Program: Research Projects**

**Position: Research Project Coordinator**

The Rainbow Health Initiative (RHI) - a non-profit organization dedicated to improving the health of lesbian, gay, bisexual, and transgender (LGBT) individuals in Minnesota - seeks a 100% time Project Coordinator to work on a grant funded by the ClearWay Minnesota. This research grant is in partnership with the Division of Epidemiology and Community Health at the University of Minnesota.

The goals of this project are to: 1) Conduct qualitative interviews with people living with HIV/AIDS to explore patient-provider interactions regarding their tobacco use; 2) Conduct a survey of HIV physicians in Minnesota of their practices and attitudes regarding tobacco use among their HIV-positive patients.

**Responsible to:** Principle Investigators at RHI and U of MN

**Status:** Salaried; flexibility in scheduling and availability required, including evening and weekend hours.

**Compensation:** \$30,000 - \$35,000 annually (BOE), excellent benefit package

### **Required Qualifications:**

- Bachelor's Degree in Public Health, Health Research, Social Science or other related fields
- Strong verbal and writing skills evidenced by educational attainment or previous work experience
- Interest in gaining experience in mixed method (i.e., quantitative and qualitative) research
- Experience in data collection and database management
- Experience with or ability to learn word processing (e.g., Microsoft Suite), spreadsheet, survey development, and/or data management computer programs
- Background/coursework in research methods, biostatistics, health program development, and other related content areas
- Excellent interpersonal and organizational skills
- Ability to work independently and as part of a multidisciplinary team
- Comfort and some knowledge of the target population (people living with HIV/AIDS) and/or tobacco prevention in disadvantaged communities
- Ability to implement qualitative and quantitative data collection protocols



- Hold a valid driver's license and have reliable transportation to travel, as required
- Comply with RHI policies and procedures, including maintaining a non-smoking and secondhand-tobacco-free work environment and public image

### **Preferred Qualifications:**

- Advanced Masters degree candidate or Master's degree in Public Health or related field
- Experience and knowledge of the local GLBT community and/or HIV prevention

### **Duties and Responsibilities:**

- Oversee the project on a day-to-day basis under the supervision of the Principal Investigators at RHI and the University of Minnesota
- Recruit screen, schedule, reimburse, and track participants for qualitative interviews
- Collaborate with the Midwest AIDS Training and Education Center to identify healthcare providers who see patients living with HIV/AIDS
- Coordinate online and paper-and-pencil quantitative survey data collection activities with healthcare providers
- Conduct face-to-face and phone interviews with current or former tobacco users living with HIV/AIDS
- Ensure that all components of the project are completed in an ethically, scientifically manner and on time
- Prepare and maintain the project timeline
- Schedule, coordinate and attend meetings of the study team
- Keep thorough records of study activities and key decisions through meeting minutes and other documents
- Assist with the preparation of reports and presentations
- Assume other duties as assigned by the Principal Investigators

To apply, please submit a hard copy or an electronic copy of the following: (1) cover letter indicating how your education and experience qualify you for this position and have prepared you to carry out the responsibilities described above; (2) A detailed resume that highlights all relevant training, work or volunteer experiences, responsibilities, and accomplishments. (3) list of three references.

To submit your application or if you have questions about the position, contact Loretta Worthington, Executive Director, at [loretta.worthington@rainbowhealth.org](mailto:loretta.worthington@rainbowhealth.org) or 877-499-7744.