



# HEALTHY MOTHERS, HEALTHY BABIES

Coalition of Georgia

## Research Coordinator

**Classification:** Non-Exempt

**Reports to:** Policy and Research Manager

**Status:** Full Time

**Salary:** \$40,000 - \$45,000 annually

**Your Talent. Our Passion. Shared Vision.** Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and infant health through advocacy, education, and access to vital resources. Our vision is to create a Georgia where every mother and baby has the resources and support to be healthy and thrive throughout the perinatal period. To learn more about HMHBGA by visiting us online at: [www.hmhbga.org](http://www.hmhbga.org).

**What we offer.** HMHBGA offers its full-time employees' a robust benefits package which includes employer-sponsored (80%) health, dental and vision plans as well as a SIMPLE IRA retirement savings plan with employer match. We also offer unique training opportunities, paid holidays, PTO, and telework opportunities for select positions.

Healthy Mothers, Healthy Babies Coalition of Georgia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Job Responsibilities.** The Research Coordinator is an integral member of HMHBGA's team collaborating with cross-functional team members to advance the organizations strategic goals and achieving maximum results. This position coordinates and administers research study associated activities that align with HMHBGA's maternal and infant health improvement strategy. The Research Coordinator will be primarily focused on assisting in project planning, overseeing day to day implementation, and ensuring that pre-established work scope, study protocol, and regulatory requirements are followed. The coordinator must demonstrate strong project management skills and strong written, organizational, and communication skills that foster collaboration with internal and external stakeholders. The coordinator must be self-motivated, efficient, and detail-oriented, and have the ability to collaborate across departments and divisions. A clear understanding of maternal and infant health is strongly preferred. Additional skills/duties of the coordinator include:

- Embrace the mission, vision, and strategic priorities of HMHBGA
- Plan and coordinates the initiation of research study protocol, and the establishment of operating policies and procedures
- Promote research capacity building among community-based organizations and other stakeholder groups
- Work alongside the research assistants and interns to plan, implement, and maintain data collection and analysis systems in support of research protocol; may coordinate the collection and analysis of research data.
- Recruit, instruct, and coordinate research subjects and/or volunteers, as appropriate to specific study objectives and work scope
- Ensure the smooth and efficient day-to-day operation of assigned research and data collection activities

- Coordinate the day-to-day activities of any technical support staff specifically engaged in carrying out of the research/clinical protocol, as appropriate to the position; may perform aspects of research protocol, as required, in accordance with specified project objectives.
- Supervise and coordinate the provision of support services to investigators and researchers
- Monitor the progress of research activities; develops and maintains records of research activities, and prepares periodic and ad hoc reports, as required by investigators, administrators, funding agencies, and/or regulatory bodies.
- Research focus areas include but are not limited to: Maternal Oral Health, Emergency Preparedness and Maternal Health Equity
- Perform other duties as assigned

### **Minimum Qualifications.**

- Bachelor's degree in Public Health, Sociology, Social Work, or related discipline
- Preferred Masters' degree in Public Health, Social Work, Epidemiology, or related discipline

#### **TRAINING/EXPERIENCE:**

- Minimum of two-years research experience.
- Familiarity with community research-based principles.
- Minimum two-four years' experience in program coordination, volunteer management in a health related, education or frontline client service
- Extensive knowledge of issues relating to maternal and infant health
- Demonstrated understanding of the complexity of issues relating to maternal health equity in Georgia
- Excellent facilitation skills
- Exceptional program coordination and volunteer management skills
- Excellent communication and interpersonal skills
- Fluency in English
- Ability to speak another language is an asset

#### **TRANSFERABLE COMPETENCY REQUIREMENTS:**

- Verbal communications skills
- Problem-solving skills
- Planning/organizational skills
- Personal motivation
- Project Management capabilities
- Customer service skills

#### **SPECIFIC TECHNICAL COMPETENCY REQUIREMENTS**

- Computer Competency including proficiency in Microsoft Word, Excel and PowerPoint.
- Experience with quantitative and qualitative data collection and analysis
- Familiarity with data storage and analysis systems such as SPSS is an asset.
- Familiarity with compiling and editing audio files is an asset.

### **How to Apply.**

Please follow these instructions exactly. Applications received that are not in the correct format will not be reviewed. Please email your current resume and a cover letter expressing your interest **IN A SINGLE PDF FILE** addressed to Ky Lindberg to: [thecoalition@hmbhga.org](mailto:thecoalition@hmbhga.org) with the subject line: "Research Coordinator." \*Please no phone calls. Only candidates selected for consideration will be contacted\*