

Job Title	Special Programs Coordinator
Employer/ Agency	UTHealth School of Biomedical Informatics (SBMI)
Job Description	<p>This position will help plan, develop, and coordinate all phases of a community-based research program for substance abuse (opioid use disorder). This will include community relations, managing relationships with hospitals and providers, and maintaining project plans.</p> <p>Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1. Plans, coordinates, and administers special educational related research or community programs in conjunction with a variety of external agencies. This includes working with the City of Houston, Harris County Public Health, hospitals, social service organizations, and others 2. Plans and coordinates small to large scale events and/or conferences. This will entail planning and managing community activities related to research, including setting up schedules, locations, working with visitors and community leaders. Monitors budget allocations. 3. Researches, collects and analyzes data relevant to studies or projects. 4. Ensures that plan and protocols are followed to ensure compliance with all federal, state laws and UTH policies and rules and regulations. 5. Provides staff support to assist in coordinating a large community project. 6. Prepares written or database reports and ensures that information is in a format that will facilitate the studies or projects. 7. Will edit and develop written materials and reports. 8. Will help prepare requests for grants and proposals to assist in timely submission of for needed funding. 9. Reviews literature, conducts interviews and surveys as deemed necessary.
Qualifications	<p>Educational requirements:</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in social work, public health, psychology or similar field ▪ Graduate degree preferred <p>Experience/Skill requirements:</p> <ul style="list-style-type: none"> ▪ 2 years of related experience ▪ Great communication (oral and written) ▪ project management ▪ detail oriented
Salary/Hours	\$29,000 - \$40,000 / Full time
Employer/Agency	UTHealth School of Biomedical Informatics

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Application Method	Please apply online at: https://uth.referrals.selectminds.com/jobs/special-programs-coordinator-sbmi-biomedical-informatics-tmc-1620
Opening Date	Immediately

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