

## Research Coordinator Job Description

### Position Summary:

The Center for Early Childhood Health and Development (CEHD) at the Department of Population Health (DPH), NYU School of Medicine is a racially and ethnically diverse group of researchers, mental health professionals, educators and staff, working in NYC and around the globe to improve the health and development of children and advance health equity by developing and testing real-world solutions for children living in low-income communities. CEHD's **mission** is to create opportunities and improve the lives of children by: 1) Conducting high-quality racially-conscious research; 2) Developing, testing, and implementing family-centered programs; and 3) Disseminating the resulting knowledge from our research and implementation experiences to practitioners and policy makers through a racial equity lens that works to change the narrative about low-income families of color. **ParentCorps** is a family-centered intervention that is delivered as an enhancement to pre-kindergarten programs serving children living in low-income neighborhoods. *ParentCorps* advances CEHD's mission by helping the important adults in children's lives — parents and teachers — build a strong early foundation that gives children living under stressful conditions the greatest opportunity for healthy development.

*ParentCorps* is organized into 6 distinct Units: **1) Training; 2) Coaching; 3) Engaging Parents, Programs, Improvement and Communications (EPPIC); 4) Talent, Equity, Alignment, Motivation, Spirit (TEAMS); 5) Data for Decision-Making, Improvement and Research (DATA) and 6) Partnerships.** The Research Coordinator will work within the EPPIC unit and will serve as a liaison between school-based staff and the ParentCorps team. Research Coordinators provide coordination to support experienced behavioral health professionals in training and coaching of mental health professionals and early childhood educators in the implementation of *ParentCorps* in early childhood settings. Research Coordinators are also responsible for all outreach and engagement efforts in the sites and support of the ongoing evaluation of ParentCorps in sites. We are seeking dynamic, dedicated and team-oriented candidates with exemplary organizational skills. Candidates will have prior experience working with children and populations of color, and with human subject' research. Ideally, candidates will have experience in early childhood settings, experience and comfort with implementation of evidence-based interventions and comfort with different software (e.g., Power Point, excel, SPSS). Candidates with an interest and commitment to disparities research and racial equity are encouraged to apply. Thorough training in all procedures, training content and *ParentCorps* will be provided.

### Responsibilities:

- Serve as the primary coordinator for all data and outreach needs, as part of a team pod including coaches and coordinators, to support all efforts in sites implementing *ParentCorps*. Activities may include coordinating and attending site visits with

leaders and early education staff, supporting coaches who provide coaching to early childhood educators on *ParentCorps* implementation, coordinating and distributing materials, attending school events for outreach efforts and tracking school-based implementation activities, and tracking all implementation activities (implementers, sites, key implementation data indicators) in a master database.

- Coordinate and contribute to recruitment and engagement efforts for *ParentCorps* Family Program and evaluation activities. Develop and maintain relationships with school leadership, mental health professionals, early childhood educators and parent coordinators.
- Coordinate, oversee, track and enter *ParentCorps* Program implementation data.
- Serve as primary research coordinator for a cluster of sites implementing *ParentCorps* and evaluation studies of *ParentCorps* in these sites. Activities may include serving as primary contact and liaison with school leaders and staff regarding data collection, consenting families, scheduling data collection, coordinating and tracking school-based data collection (via observations, interviews, surveys, assessments of Pre-Kindergarten students in schools, summarizing all data collected, and collecting data from public sources (e.g., NYC Department of Education website).
- Complete data collection as part of evaluation efforts (e.g., interviewing parents, surveys with teachers, focus groups), as needed.
- Generate and present reports and visuals on progress of data collection, coaching progress, and implementation and professional learning data.
- Model the *ParentCorps* Program for Students with early childhood educators using a manualized evidence-based program, as needed.
- Conduct live observations of programming in sites, using manuals to code leaders' adherence to the program manuals and skills of program implementation, as needed.
- Manage logistics of and coordinate large Professional Learning days with NYC Department of Education site leaders (e.g., principals), early child educators (e.g., teachers) and social workers.
- Conduct literature searches and summaries in areas of prevention science and implementation science.
- Participate in center-wide trainings on *ParentCorps* implementation, evidence-based practices and racial equity.
- Participate in team meetings and supervision.
- Complete other activities as requested.

### **Qualifications:**

- Bachelors in Psychology, Education, Social Work or Masters in Psychology, Education, Social Work or related field.
- At least one-year experience in clinical, medical or school settings.
- Prior experience with human subjects' research or in a research setting, or an early childhood education setting.
- Experience working with young children and populations of color.

**Preferred Qualifications:**

- Experience in and comfort with implementation of evidence-based interventions, preferred.
- Proficiency with technology and statistical datasets (e.g., online surveys, PowerPoint, SPSS), preferred.
- Interest in disparities research and racial equity, preferred.
  
- Dynamic, dedicated, motivated.
- Detail-oriented, conscientious, with strong organizational skills.
- Team-oriented.
- Ability to work independently.
- Ability to collaborate with community-based agencies and schools.
- Strong verbal communication skills.

**Interested Candidates:**

Please send a cover letter and CV or resume to Unit Supervisor Eva Wong, LMHC:  
[eva.wong@nyulangone.org](mailto:eva.wong@nyulangone.org).