

Project Coordinator (PC)

The PC job will primarily involve **managing** and **coordinating** the NIMH-funded *Gender-Affirming Psychotherapy Study (GAPS)* (see [research](#) page). Most work is done **collaboratively** and **in-person** (245 Beacon St., Chestnut Hill, MA) and employees are expected to attend several weekly meetings. The PC will have flexibility for some remote work (e.g., 1-2 days/week). Evening and weekend hours may be requested during data collection periods depending on the needs of participants.

The project coordinator will have **several responsibilities**:

- Oversee data collection and analysis (qualitative interviews and quantitative surveys)
- Assist with Institutional Review Board (IRB) amendments and grant submissions
- Support grant management (e.g., analyze data for annual reporting, draft reports)
- Manage a team of part-time research assistants via the [Asana](#) and google drive
- Support the preparation of manuscripts and grant proposals

A strong applicant will have:

- **Commitment to position until August 2025**
- **Experience working in a research lab** assisting with federally and/or foundation-funded research grants
- **Experience managing** people and/or projects (e.g., leading a student organization, managing finances, mentoring others)
- **Experience with data cleaning and analysis** (quantitative and/or qualitative), **interviewing and consenting** participants of varying ages and roles (e.g., youth, parents, professionals)
- **Strong organizational and communication skills**
- **Aptitude for receiving and addressing direct feedback**
- **Statistical knowledge** (e.g., experience running statistical programs, especially R)
- **Strong interest** in working with LGBT+ youth, human-centered design, and/or effectiveness/implementation research

Compensation: This is a 32-40 hour/week contractor position, which will be compensated \$22.14/hour (no health insurance benefits available). Professional benefits include:

- **Opportunities for co-authorship** on papers and presentations
- **Mentoring** from Dr. Price (PI), including weekly individual/group supervision
- **Support** for PhD applications and career advancement
- Working with a **warm** and **supportive** team

Start date: January 2024; exact date flexible.

Application instructions: To apply, please send the following to AffirmLabBC@gmail.com:

1. **CV or resume** highlighting research experience you may have
2. **Cover letter** describing your 1) qualifications (reference list above), 2) reasons for applying, and 3) long-term professional interests
3. **Writing sample** (e.g., course paper, un/published manuscript)
4. **Transcript** (unofficial version acceptable)
5. **2-3 Letters of reference** (if available) or contact information for letters of reference

Application deadline: November 15, 2023; applications will be reviewed on a rolling basis, and early applications are strongly encouraged.

Questions? Email AffirmLabBC@gmail.com