

Clinical Research Coordinator / Digital Health Navigator

About the role

The Division of Digital Psychiatry is hiring a full-time, onsite Clinical Research Coordinator (CRC) to run the day-to-day operations of our digital literacy program (<https://www.digitalpsych.org/doors>) for individuals with serious mental illness and psychiatric disabilities. The program teaches patients to use devices and engage safely with digital tools, including Artificial Intelligence. We are a collaborative research group at Beth Israel Deaconess Medical Center whose team of mental health professionals with backgrounds in medicine, engineering, and clinical care works to improve the quality and accessibility of treatment for mental illness.

The CRC will run classes, manage Digital Navigator volunteers, oversee device distribution to patients, collect program data, contribute to peer-reviewed publications, and coordinate external partnerships. The role offers substantive involvement in AI literacy work that is shaping how the field thinks about safe AI use in psychiatric populations. This role is well suited to someone who likes wearing multiple hats, operates independently, and is energized by direct patient contact alongside research and program-building work.

Responsibilities

- Teach 3–4 weekly digital literacy classes and host office hours at the BIDMC inpatient psychiatric unit, Bowdoin Street Community Health Center, and external community partner sites
- Recruit, train, schedule, and supervise volunteers
- Manage device inventory and distribution to program participants
- Collect program evaluation data, including maintaining the Digital Navigator Interaction Record
- Contribute to peer-reviewed publications, including work on patient-facing digital literacy programs
- Manage and grow partnerships with community organizations and clinical sites
- Iterate on curriculum and program materials, including the patient-facing AI literacy modules
- Must be present in person in Boston and remote options are available for this role

Required

- Bachelor's degree
- Teaching, instruction, or group facilitation experience
- Strong written and verbal communication
- Comfort working with adults with serious mental illness in clinical and community settings
- Ability to manage your own time & juggle multiple workstreams

Preferred

- Conversational or fluent in Spanish, Portuguese, or Mandarin
- Prior research experience

- Background / interest in the intersection of technology and mental health

Next Steps: Please send a CV and cover letter to Mason Granof: mgranof@bidmc.harvard.edu