Project Coordinator at Brown University

SUMMARY:
Brown University Health is seeking a full-time Project Coordinator to join Adolescent Mental Health Collaborative (AMHC), working under the direction of Jennifer Wolff. This role provides administrative, research, and training support for a dynamic portfolio of clinical research studies focused on child and adolescent mental health.

The Project Coordinator will support the daily research and scholarly activities of AMHC, including research administration, training initiatives, and coordination of clinical research operations. This role involves managing multiple projects on topics such as preteen suicide risk, parenting practices that reduce suicide risk, interventions for at-risk youth, and pediatric sleep and mental health.

Project Coordinators will have access to the Adolescent Mental Health Collaborative training opportunities, which aim to improve youth mental health through coordinated research, treatment, and training: https://sites.brown.edu/AMHC.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Serve as a key resource for faculty, trainees, research staff, and students by organizing study materials, protocols, and research documentation
2. Coordinate and support multiple ongoing research studies and program initiatives
3. Assist with research administration activities, including pre- and post-award processes
4. Maintain and update study databases, tracking systems, and recruitment records
5. Organize and coordinate academic programming, meetings, and training initiatives
6. Support recruitment, screening, and consenting of participants and families for research studies
7. Maintain Institutional Review Board (IRB) documentation and ensure regulatory compliance
8. Manage and maintain REDCap databases and data systems
9. Collaborate with investigators to develop, refine, and implement study protocols
10. Assist with preparation and dissemination of research materials, reports, and communications
11. Coordinate events, special projects, and program-related activities
12. Perform general lab management and administrative duties as assigned

EDUCATIONAL/KNOWLEDGE REQUIREMENTS:

- MINIMUM of 2+ years post-baccalaureate research experience, OR 1+ year lab coordinator or lab manager position, OR a Master's degree in psychology, neuroscience, counseling, sociology, data science, or a related field
- Experience working in academic, clinical, or healthcare settings preferred
- Ability to interact professionally and sensitively with children, adolescents, and families
- Experience with research data systems (e.g., REDCap) and/or statistical software (e.g., SPSS, R) preferred
- Strong understanding of research methods (e.g., ecological momentary assessment, psychophysiological methods) is a plus
- Excellent organizational, interpersonal, and communication skills
- High attention to detail and ability to manage multiple priorities independently
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Suite
- Strong writing skills, including grammar, editing, and professional correspondence
- Bilingual candidates encouraged to apply

If interested, please email your **C.V. and a cover letter describing the fit between this position and your background and goals** to brownamhc@gmail.com.