



Healthy Baby Network

Patient-Centered Outcomes Research Initiative Eugene Washington Engagement Award Project Lead Position

Position Summary

Healthy Baby Network received a Eugene Washington PCORI Engagement Award to establish a Consortium tasked with developing and implementing a Research Agenda to reduce maternal mortality/severe maternal morbidity in the City of Rochester. The PCORI Project Lead will guide the Core Team and Consortium in developing this agenda, and is responsible for all aspects of program management including meeting organization and logistics, Consortium training, budgeting, and reporting. This position reports to the Healthy Baby Network Executive Director.

Minimum Qualifications

- Bachelor's degree in human services field and a minimum 3-5 years leadership experience in maternal and child health (master's preferred)
- Experience managing, facilitating, and leading diverse groups
- Strong written, verbal, interpersonal, organization, and problem solving skills
- Familiarity with research principles and practices
- Program /project development experience (in the field of maternal child health or public health preferred)
- Relevant knowledge of perinatal health and human service agencies within the community
- Experience forecasting, monitoring, and tracking budgets
- Ability to acknowledge, discuss and address racial equity issues impacting maternal child health
- Fluent in use of the internet and windows-based computer systems
- Flexible hours, willing to work some evenings and weekends
- Must have ability to reliably attend agency and community meetings off site

Duties and Responsibilities

- Convene, facilitate, and participate in Core Leadership Team to drive progress and plan Consortium activities
- Convene, facilitate, and participate in Consortium in support of PCORI goals
- Manage daily Program and Fiscal activities
- Track and report deliverables
- Draft monthly, quarterly, and annual performance and progress reports
- Serve as primary PCORI Liaison through regular calls with the Project Officer
- Support Consortium members with logistics and facilitation of Community Listening Sessions
- Coordinate with trainers to deliver Consortium training in communication and group dynamics; PCOR principles and standards; implicit bias; and about maternal health, morbidity and mortality
- Coordinate with the Evaluation Team to summarize community input, draft research measures, and evaluate progress toward project goals
- Communicate effectively with participants, partners, and agency staff
- Maintain current knowledge of health and social trends impacting target populations
- Develop and maintain a robust understanding of community assets and challenges affecting maternal health
- Demonstrate a high level of professionalism at all times
- Additional duties or projects as assigned

Salary Range: \$40,000 - \$50,000

To apply, submit a **cover letter, resume, references and writing sample** by email to Valerie Garrison at valerie@healthy-baby.net.

Healthy Baby Network is an equal opportunity employer. We offer a generous benefits package, flexible work hours, and a collegial work environment. For more information about Healthy Baby Network, visit www.healthy-baby.net.

Every mother, Every baby