Position Overview:
- Part-time Program Manager at the Institute for Health Equity and Social Justice
  for three evaluation studies of infant and early childhood mental health interventions
  - Overseeing the end of two evaluation studies (Project LAUNCH and System of Care Project)
  - Overseeing one ongoing evaluation study (Massachusetts ECCS)

Position Summary:
The Program Manager is responsible for managing and coordinating the work of the final months of two evaluation projects in collaboration with the MA Department of Public Health (DPH) and the Boston Public Health Commission, and their corresponding clinical sites and councils, each of whom have been carrying out the interventions presently being evaluated. The position will coordinate IRB applications, amendments and continuing reviews, work with faculty to draft all required reports and presentations, conduct data cleaning and analysis, assist with dissemination of information via abstracts, presentations, and participate in writing of peer-reviewed journal articles. The Program Manager is responsible for ensuring that all evaluation activities for the two projects are completed in an accurate and efficient manner. The Program Manager will supervise and monitor tasks, timelines, and work of one doctoral student and any additional masters and undergraduate students who will work on these projects. The Program Manager will also act as the liaison with all groups affiliated with the project, and attend meetings when necessary.

The Program Manager will also be overseeing the evaluation of an ongoing project with the MA DPH. In this role the Program Manager will oversee all evaluation activities including overseeing data collection for the project, coordination of all IRB applications and approvals, data cleaning and analysis, assistance with dissemination of information via abstracts, presentations, and writing of peer-reviewed journal articles, and liaising with sites and the MA DPH.

The Principal Investigator (Dr. Beth Molnar) presently has other grant applications pending. Upon receipt of these grants, there is an opportunity for the Program Manager to participate in these projects and to move to a full-time position in the future.

Qualifications:
Minimum requirements include: Master’s degree, preferably in social, health sciences, or a related field. At least 2 years of related research experience or project management experience is required. Previous experience with data management, writing reports, facilitating meetings and providing supervision is strongly desired. Knowledge about public health and related health topics is essential. Excellent skills in Microsoft Office (Word, Access, Excel, PowerPoint), ability to conduct systematic library/literature searches, basic data analysis skills and outstanding writing/communication skills are required. Must be a detail-oriented individual with strong organizational skills and the ability to work both independently and as a part of a team.
Please contact Dr. Beth Molnar if you are interested in the position.
B.molnar@northeastern.edu