Job Title:
Project Coordinator

Study Description:
Reframing Firearm Injury Prevention Through Bystander Interventions for Youth Shooting Sports Participants is a CDC-funded, community-based randomized controlled intervention study. This study proposes to examine the effectiveness of “the Reframe”, a theory-based, previously-piloted firearm injury prevention intervention for youth and their communities, in changing community-level attitudes and behaviors regarding firearm safety. The research will be completed through collaboration between National 4-H Shooting Sports, the American Foundation for Firearm Injury Reduction in Medicine (AFFIRM), and researchers at Rhode Island Hospital/Brown University.

Job Description:
We are seeking a Project Coordinator for a CDC-funded research study within the Department of Emergency Medicine at Rhode Island Hospital and the Brown University-Lifespan Center for Digital Health.

The Project Coordinator will be responsible for assisting the Principal Investigator, Dr. Megan Ranney, in overseeing all phases of the study including: training and supervision of research assistants; monitoring recruitment and protocol compliance; scheduling research meetings; submitting multi-institutional review board (IRB) and other research-related documents and reports; and purchasing supplies and materials for the study. S/he will also help oversee the coordination of joint activities between Rhode Island Hospital/Brown University, Co-Investigators from Montana State University, and 4-H leaders. The Project Coordinator is strongly preferred to have prior experience in firearm injury prevention research, violence prevention research, or community-based research. S/he will be responsible for liaising with 4-H community members and, in collaboration with the team of faculty investigators, ensuring the overall success of the project. Finally, the Project Coordinator will be responsible for assisting with periodic literature reviews and assisting with preparation of abstracts, manuscripts, and presentations.

Qualifications:
Requirements:
- Master’s degree in public health, community health, or relevant discipline
- Prior research experience
- Highly organized, self-motivated, outstanding attention to detail, and ability to multi-task
- Excellent verbal communication, written communication, and analytical skills
- Excellent computer skills (e.g., Microsoft suite)

Preferences:
- Prior experience in firearm injury prevention research, violence prevention research, community-based research/engagement, qualitative research, or implementation science
- Prior experience with firearms or safe handling and storage of firearms
- Ability to communicate respectfully and knowledgeably about Second Amendment issues
- Basic awareness of the firearms industry, state and federal firearm laws, and “gun culture” of the United States
- Familiarity with data collection software (e.g. REDCap), citation software (e.g. EndNote), and statistical software (e.g. Stata)
- Prior project management experience as a Program/Project Coordinator (e.g. managing institutional review boards (IRB) applications, budgets, staff)
**Organization:**
Please note that the Project Coordinator will be employed through Rhode Island Hospital, but the work can be done remotely within the U.S.

**Location:**
Remote

**Education Level:**
Master’s degree

**Shift:**
Weekdays typically 8:00am – 4:30pm with the understanding that Co-Investigators and 4-H leaders may be in different time zones

**Start Date:**
January 2021

**Application Process:**
Send cover letter and resume to John Patena at john_patena@brown.edu