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| Job Title | Project Coordinator I |
| Job Code Title | |
| Job Requisition Number | 061868 |
| Department | 480-HDPFH |
| Location | Medical Center |
| Job Type | Officer Full-Time Regular |
| Bargaining Unit | |
| If temporary, indicate duration | NA |
| Job Family | General Administration |
| Salary Grade | Officer 103 |
| Salary Range | commensurate with experience |

Grant Funded:

The Heilbrunn Department of Population and Family Health, Mailman School of Public Health, seeks a Project Coordinator to work with the Averting Maternal Death and Disability Program (AMDD). The AMDD Program is a global program of research, advocacy, policy analysis and program support dedicated to the reduction of maternal mortality and morbidity. In the twelve years since its founding, AMDD and its partners have worked in some 50 countries of Asia, Africa and Latin America with a focus on expanding the availability, quality and utilization of Emergency Obstetric Care (EmOC).

AMDD engages with partners to develop countries' capacity to scale-up Emergency Obstetric and Newborn Care. This includes providing technical support to a set of priority countries to conduct EmONC facility needs assessments and to use the research results to inform and strengthen policy and programs that address maternal and newborn mortality.

Advertised Summary Job Description

Position Overview: The Project Coordinator I provides support to the large scale EmONC Needs Assessment initiative, and other AMDD projects as needed. (See www.amddprogram.org for more information on Needs Assessments.) (S)he supports Needs Assessment activities under the guidance of the Principal Investigator/Needs Assessment director; including communicating with global organizational partners, drafting articles for publication, preparing meeting materials, and providing support to the technical staff in the project countries. The position is based in the Mailman School of Public Health at Columbia University, and includes an excellent benefits package.

Responsibilities:

1. Provide staff support for coordination of the Needs Assessment initiative. This overall responsibility fills 90% of the time allocated for the position, and includes the following:
 - a. Coordinate travel and logistics of technical support for all active countries.
 - b. Communicate with partners in the field, especially with Francophone

partners

- c. Communicate with partners at UN headquarters, primarily by facilitating regular teleconferences and taking minutes at all meetings as appropriate
- d. Serve as a technical resource with detailed knowledge of Needs Assessment data collection tools and support documents.
- e. Copy-edit and substantively edit Needs Assessment-related documents, and coordinate the creation of new documents as needed.
- f. Analyze data and help with preparation of factsheets for EmONC Needs Assessments
- g. Participate in technical support for Needs Assessments entailing travel to partner sites for 1-3 week trips (data collectors training, data analysis workshops, etc.)

- 2. Assist partners and faculty in preparation of articles for publication
- 3. Attend relevant conferences to support AMDD
- 4. Translation of AMDD documents and communications between French and English
- 5. Other related duties as assigned

Requires a bachelor's degree or equivalent in education, training and experience, plus two years of related experience.

The candidate selected for this position is required to undergo a full background check prior to a final offer of employment being made.

- 1. Travel and work experience in Africa or Asia including proven working in multicultural and multidisciplinary teams.
- 2. Knowledge and interest in the reproductive health field. Some clinical knowledge is a great asset.
- 3. Excellent ability to work independently with appropriate guidance
- 4. Strong time management skills and the ability to multi-task and meet deadlines while paying attention to detail.
- 5. Bilingual in English and French - both written and oral fluency.
- 6. Knowledge of data collection and analysis techniques.
- 7. Strong analytical ability.
- 8. Ability to travel up to 30% of time.

Minimum Qualifications for Grade
Applicant **MUST** meet these minimum qualifications to be considered an applicant

Additional Position-Specific Minimum Qualifications
Applicant **MUST** meet these minimum qualifications to be considered an applicant

Preferred Qualifications

Masters degree preferred

Special Instructions

Special Indications

This position works with:

HIPAA Compliance training required

Yes

Participation in Medical Surveillance required

No

What type of posting? Is this a waiver request?

Standard Posting

Requisition Open Date

05-02-2011

Requisition Close Date

Open Until Filled

Quick Link

jobs.columbia.edu/applicants/Central?quickFind=124307

EEO Statement

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