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| POSITION DESCRIPTION INFORMATION | |
| **Type of action requested:** | New position description |
| **Position Title:\*** | PROJECT COORDINATOR |
| **Country:\*** | USA |
| **Unit:** |  |
| **Sub-Unit:** | |
| **Work location:** | New York, NY |
| **Work type:\*** | Regular Full-Time (12 months) |
| **Hours per week:** | 35 |
| **Job summary:** | The New York City Pandemic Response Institute (PRI), situated within Columbia’s ICAP, is a landmark initiative designed to help prepare NYC for future public health threats – from infectious diseases to climate-related health emergencies – by advancing racial equity and elevating NYC as a model of public health preparedness across the globe. PRI is bidding for a 12-month contract to develop a 5-year regional workplan for Region 2 (New York, New Jersey, Puerto Rico, US Virgin Islands) to establish a regional center for public health emergency preparedness and response (CPHEPR). If awarded, this contract will entail 1) establishing and coordinating a CPHEPR regional coordinating body (RCB) to develop a five-year work plan that details  the evidence-based strategies and interventions (EBSI) that will need to be implemented to improve public health (PH) preparedness and response within targeted regional focus areas and priorities; and 2) establishing and coordinating a community of practice (CoP) to plan for and develop a regional data ecosystem model.  PRI is seeking a short-term (12-month), full time Project Coordinator (PC) to provide program implementation and project management support for this contract. Reporting to the Senior Project Manager (SPM), the Project Coordinator will assist with coordinating the day-to-day project operations and management of the Region 2 working groups, communities of practice and data ecosystem working groups. S/he will work closely with the Senior Project Manager to liaise with team leads and regional partners within health departments, health care facilities, and health care coalitions. |
| **Major accountabilities:** | In liaison with the Senior Project Manager, the Project Coordinator will ensure effective project implementation, including preparing project work plans and scheduling start-up and routine meetings with project teams and stakeholders; preparing meeting agendas on time and according to project deadlines; monitoring and documenting activities according to project schedule, compiling information for project reports; and supporting the SPM to prepare project reports and coordinate submission of deliverables according to schedule.  The PC will support the SPM to coordinate project implementation activities for Task 1 (regional workplan development) and Task 3 (data ecosystem workstream), monitoring, evaluation and documentation processes; and work with the SPM to monitor project requirements, deadlines, and schedules.  The Project Coordinator may perform other duties to be assigned as needed by the Senior Project Manager |
| **Education:** | * Bachelor’s degree * 2+ years of related experience or equivalent combination of education and experience |
| **Minimum qualifications:** | * Strong analytical and organizational skills * Strong written and verbal communication skills * Excellent attention to detail * Strong interpersonal and cultural competency skills * Ability to work independently and manage various tasks in a team setting * Ability to set goals and prioritize multiple tasks while working in a fast-paced environment * Proficient use of Microsoft Office package, specifically Word, Excel, and PowerPoint and virtual meeting software (Zoom, MS Teams, Google Meet, etc.) * Must be self-reliant, resourceful, a good problem-solver, and flexible |
| **Preferred qualifications:**   * Master’s degree in Public Health, Epidemiology, Emergency/Humanitarian Response, or related field * Technical expertise and/or experience in project management * Experience in grants/contracts and/or operations management * Experience with CDC and/or USG-funded contracts/projects * Experience with coordinating public health programs and/or research activities * Experience with writing reports, proposals, and/or donor documents * Understanding of and interest in knowledge management * Experience working within an ethnically, culturally, and racially diverse environment | |
| **Travel requirements:** | No travel is anticipated for this role. |
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| **Advertising summary:** | ICAP at Columbia University, a global health leader situated within the Columbia University Mailman School of Public Health in New York City, seeks a Project Coordinator to be based in New York, NY. |

ICAP at Columbia University is an international, non-profit organization situated at Columbia University in New York. ICAP is Empowering Health Around the World and works in over 30 countries.

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PRI is bidding for a 12-month contract to develop a 5-year regional workplan for Region 2 (New York, New Jersey, Puerto Rico, US Virgin Islands) to establish a regional center for public health emergency preparedness and response (CPHEPR). If awarded, this contract will entail 1) establishing and coordinating a CPHEPR regional coordinating body (RCB) to develop a five-year work plan that details the evidence-based strategies and interventions (EBSI) that will need to be implemented to improve public health (PH) preparedness and response within targeted regional focus areas and priorities; and 2) establishing and coordinating a community of practice (CoP) to plan for and develop a regional data ecosystem model.

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Only candidates who are eligible to work in the United States without a need for sponsorship will be considered for the position.

The position is contingent upon the availability of grant funding.

*Columbia University is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment based on race, color, sex, gender, religion, creed, national and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam era or disabled veteran, or any other legally protected status.*