



Data Coordinator

Primary Objective

The Public Health Institute of Western Massachusetts' (PHIWM) seeks a Data Coordinator (listed on the Baystate Health website as "PHC Project Coordinator") to coordinate projects for the PHIWM Research and Evaluation (R&E) department and conduct a variety of assessment, data collection and evaluation activities to support the goals of these projects. Activities may include background research, gathering existing quantitative and qualitative data, data analysis, data summarization, etc. Coordination activities will include working with the project manager to communicate with project team members (internal and external) and manage logistical aspects of the team's collaborative work.

What you will be responsible for:

- Coordinate project team activities (e.g. schedule meetings, maintain ongoing communications with project teams and external partners, notetaking).
- Work with project team leads to conduct data collection and evaluation activities as needed in support of various research, assessment, and evaluation projects (e.g. background research; literature reviews, quantitative and qualitative data collection, analysis, and synthesis).
- Contribute to the development and drafting of assessment, evaluation, and data products, such as reports and slide presentations.
- Build strong relationships with community partners in support of team projects.
- Conduct R&E department activities as needed to support organizational function and priorities.
- Participate in PHIWM and R&E team meetings and required trainings.

The Data Coordinator will have strong interpersonal and coordination skills, knowledge of research and evaluation methods, understanding of principles of health equity, and a growth and learning mindset. Project Coordinator will work with project managers for specified projects and the Director of Assessment and Capacity building, who leads the R&E team, for organizational activities conducted to support organizational needs.

This position is hybrid remote, and the grant-funded salary is \$60,000. We anticipate approximately two days a week in the office. This position may require some evening and weekend hours.



What you need:

- Experience coordinating programs and/or assessment and data collection activities
- Experience conducting background research and literature reviews
- Experience collecting and synthesizing data; experience with statistical software preferred
- Strong interpersonal skills
- Strong written and oral communicational skills
- Bachelor's Degree required, Master's Degree preferred. Degrees in Public Health, Public Administration, Public Policy or related area are most relevant.
- Commitment to health equity and racial justice.
- Organizational skills and attention to detail.
- Ability to manage and self-direct many different projects at once, from assignment to completion.

Thinking about the job, but not sure you should apply?

We still want to hear from you! We recognize that not everyone enters the world of work with the same advantage, opportunity, and privilege. That is why your skills and experiences are important to us. Take the leap and apply, you just might be the person we are looking for! We will provide training as needed for new staff.

About the Public Health Institute of Western Massachusetts

The Public Health Institute of Western Massachusetts builds measurably healthier and more equitable communities through community engagement, collaborative partnerships, research and evaluation, and policy advocacy. Our vision is that all people within our region have access to what they need to lead healthy lives. We are committed to advancing racial justice and health equity.

We are committed to hiring and supporting a diverse workforce that fully represents the communities we work in. We provide a flexible work environment.

PHIWM is a 501 (c) (3) nonprofit with a 17 member Board of Directors and relies on state, federal and private grants and contracts. PHIWM contracts with Baystate Health for Human Resources, Payroll and IT services so that as a small nonprofit we can provide more expansive healthcare and other benefits.

TO APPLY: Candidates for PHIWM's Research Associate should apply through Baystate Health's job portal: <https://baystatehealthjobs.com/career-openings/phc-project-coordinator-r39931/>