**Title:** IGNITE Part Time Community Coordinator

**Location**: Perelman School of Medicine at the University of Pennsylvania

**Job classification:** Temporary, part time

**Salary**: $20-24/hr depending on experience

This Job will take place betweenDecember 2022 and March 2023 with possible extension. The job will be approximately 20 hours per week including some evenings and Saturdays.

**Description**: As a part time community coordinator, you will be a core team member for a study called “IGNITE.” This study is being conducted by the Penn Medicine Urban Health Lab and the Opportunity for Health Lab and evaluates the relationship between environmental and economic interventions in Black neighborhoods and health. You will travel to selected neighborhoods throughout West, Southwest, and North Philadelphia and conduct door-to-door recruitment and study enrollment. You will have a variety of responsibilities, including but not limited to: 1) explaining the study and obtaining informed consent from study participants, 2) administering a survey about health and well-being, and 3) potentially obtaining permission to plant a tree in front of the participants home.

* environmental noise exposure and its impact on health,

**Key duties and responsibilities**:

* Traveling to different neighborhoods in Philadelphia
* Conduct outdoor face-to-face and/or phone outreach with study participants
* Light computer data entry and attend weekly research team meetings

**Minimum qualifications**:

* Community experience and knowledge of Philadelphia neighborhoods
* Strong social, rapport-building and oral communication skills
* Prior experience in interviewing or on a research team is a plus, but not required
* Must be willing to drive or take public transportation to neighborhoods

**Application Process:**

* Submit the following to Abby Dolan [abby.dolan@pennmedicine.upenn.edu](mailto:abby.dolan@pennmedicine.upenn.edu)
  + Brief cover letter describing interest in the position and **hours of availability**
  + Resume
* **DEADLINE FOR APPLICATIONS: December 9, 2022** (rolling basis, apply early)
* If your application is selected, you will be contacted for a virtual interview.