POSITION ANNOUNCEMENT

Project Manager for Communities Organized for the Prevention of Arboviruses (COPA) Project

Ponce Health Sciences University/Ponce Research Institute (PHSU/PRI) in collaboration with the Centers for Disease Control and Prevention (CDC) has been working in southern Puerto Rico since 2012 to conduct sentinel enhanced surveillance for acute febrile illnesses. PHSU/PRI has built upon this experience and collaborated to implement a community platform to detect incident infections with tropical arboviruses and ultimately evaluate interventions to prevent infection. The project objectives are to: establish community engagement; implement a community cohort to annually assess arboviral infection incidence and prevalence; establish and maintain a community surveillance system to assess annual incidence of acute febrile illness and its etiology; establish and maintain a data management system to monitor progress towards meeting annual sample size goals, maintain minimal loss-to-follow-up and ensure data quality; and finally to establish collaborations with local government, communities and other stakeholders to ensure long-term support for the project.

Duty Location: Ponce, Puerto Rico
Salary: $40,000 - $50,000

Specific duties include:

- Responsible for daily operations of the study and cohort management
  - Develop daily fieldwork staffing plan and work schedule.
  - Develop and update standard operating procedures for the components of the project.
  - Work with study staff to track participant enrollment by date and cluster, and to evaluate number of vacant houses, refusal to participate among eligible houses and dropout rates.
  - Supervise fieldwork including assessing barriers to recruitment by cluster, develop plans to overcome barriers, evaluate staff performance, supervise that standard operating procedures are being followed.
  - Review all data are complete for each participant in the study.
  - Oversee that specimens are collected for all completed participants and that they match completed questionnaires.
  - Oversee the preparation of specimens for pick-up and delivery to the local laboratory and Dengue Branch (DB) following established guidelines.
  - Deliver or assign delivery of samples to sample courier.
  - Oversee inventory for study materials and develop requisitions for supplies as needed.
  - Coordinate reminder calls to participants with missing data collection or specimen collection in the household.
  - Design strategies to improve community ownership of the project and increase participation.
  - Oversee the coordination of community meetings, interviews, discussion groups and focus groups with members of the community.
  - Facilitate advertisement of study activities through social media and other media outlets.
  - Serve as primary contact point between field sites, Vector Control Unit, PHSU and CDC Dengue Branch.
  - Provide training, education, and feedback to study staff regarding professional conduct during fieldwork and other SOP related procedures.
  - Assist in data entry, data cleaning and data analyses activities as needed.
  - Lead preparation of manuscripts for peer-reviewed journals and presentations at conferences.
  - Participate in other study activities assigned by principal investigator or other leadership staff.
Qualifications:

- Masters in Business Administration, Public Health or related field, or PhD in Public Health, Epidemiology or equivalent.
- Experience in coordinating large field projects, including staff management.
- Experience with community engagement and participatory research.
- Experience in writing and communicating research or surveillance findings.
- Demonstrated skills in successful communication and collaboration within a multidisciplinary team.
- Demonstrated ability to handle multiple priorities in a fast-paced work environment.
- Fluency in Spanish and English required.

Only candidates under serious consideration will be contacted. All applicants should submit a cover letter and CV addressed to Vanessa Rivera Amill at jobs@psm.edu

Position closing date: February 20th, 2020