

**English/Spanish Bilingual Research Coordinator**  
**BELLE & Video Interaction Project**  
**NYU School of Medicine**

We are seeking an English-Spanish bilingual candidate to join our team at the Department of Pediatrics at NYU Langone Health, School of Medicine. Our group, based at NYC H+H/Bellevue, delivers and studies parenting programs designed to improve child development outcomes in at-risk populations (work led by PI Alan Mendelsohn, MD; [videointeractionproject.org](http://videointeractionproject.org)). The candidate will be responsible for multiple research/project tasks and will work with a multidisciplinary team of pediatricians, psychologists, and others.

**Tasks:**

- Coordinate research studies at NYC H+H/Bellevue that are looking at impacts of parent education programs on child development
- Perform standardized developmental assessments of toddler, preschool, and school aged children's cognitive and language development, and development of self-regulation
- Conduct standardized, structured interviews with parents about a range of topics, including screens for depression and questions about their child's development and behaviors
- Ensure accurate execution of research protocols in accordance with Good Clinical Practices, HIPAA and required obligations to patient/subject, Principal Investigator, research team and sponsor.
- Oversee ongoing research tasks across studies, such as video coding, transcription, data entry, data cleaning
- Assist with study monitoring and reporting with the IRB, funding agencies, and other regulatory organizations.
- Coordinate project assistant schedules, assist with onboarding of new study staff
- Oversee volunteers, volunteer schedules, and volunteer training
- Coordinate with other staff and investigators at other study locations
- Translate and back-translate of research-related documents
- Maintain databases, perform data entry, schedule/track visits with families, track incentives, maintain inventory of materials, and coordinate other operational aspects of study
- Participate in and support research tasks such as writing abstracts for scientific conferences and grant support
- Conduct literature reviews
- Assistance with other research, programmatic, and operational tasks

**Requirements:**

- Fluency in both English and Spanish
- Bachelor's Degree in child development, child life, infancy, special education, family processes, maternal and child health, or related field (Master's Degree preferred)
- Previous experience working with children and parents in educational, hospital or mental health settings
- Previous research experience
- The ideal candidate will demonstrate enthusiasm for working with families and can flexibly adjust to project demands

**To apply:** If interested, please fill out an online Interest Form: <https://is.gd/belleprojectapplication>  
If you have any questions or require additional assistance, please reach out to Yuliya Gurevich via email: [yuliya.gurevich@nyulangone.org](mailto:yuliya.gurevich@nyulangone.org). Please include "BELLE Job Application" in the subject line.  
*A verbal 1- to 2-year commitment is required. Full time positions come with comprehensive benefits packages. Note that NYU Langone Health is an equal opportunity and affirmative action employer committed to diversity and inclusion in all aspects of recruiting and employment. All qualified individuals are encouraged to apply.*