

**Project Assistant or Project Coordinator in NYC:**  
**English-Chinese Bilingual VIP Coach**  
**BELLE Project & Video Interaction Project**  
**NYU Langone Health School of Medicine**

We are seeking an English-Mandarin Chinese bilingual Project Assistant or Project Coordinator to work on a behavioral project in the Department of Pediatrics at NYU Langone Health School of Medicine, based at NYC H+H/Bellevue, involving development and delivery of the Video Interaction Project at pediatric clinics in NYC to improve child development outcomes (PI: Alan Mendelsohn, MD). The candidate will be responsible for multiple project tasks.

**Specific tasks may include:**

- Administer standardized program to parents of infants and young children, which involves tips about reading, playing, and interacting with children, videotaping parents and children playing together, providing general positive reinforcement about the video (Video Interaction Project)
- Maintain records of family participation in the program
- Develop rapport with parents and children who are in the program
- Coordinate with parents and track/schedule upcoming program visits
- Recruiting participants for the program
- Conduct interviews with parents about a range of topics, including screens for depression and questions about their child's development and behaviors
- Assist with adaptation of program for new patient population
- Translate project-related documents
- Maintain databases and perform data entry
- Assist with research tasks, if active at the site
- Provide general support if needed related to project or research tasks such as grant preparation, Institutional Review Board, literature reviews, and documentation
- Assist with coordination and training of volunteers
- Collaboration with multidisciplinary team of research and clinical staff

*Project Coordinator tasks may additionally include:*

- Lead the adaptation of program and program materials for Chinese/Chinese-American population, including translating program and training materials, conducting needs assessments and/or focus groups with patients and providers, piloting the program with patients, meeting regularly with research and clinical staff regarding program adaptation
- Provide program training or supervision for new staff members

**Requirements:**

- Written and spoken fluency in Mandarin Chinese
- Bachelor's Degree in child development, child life, infancy, special education, family processes, maternal and child health, or related field
- Previous experience working with children and parents in educational, hospital or mental health settings; previous research experience is preferred but not required
- Previous experience w/ databases; proficiency w/ Excel, SPSS, REDCap, or other similar programs
- *For Project Coordinator: Master's Degree preferred*

**Locations:**

*This position may require spending time in the following locations: NYC H+H/Gouverneur [Lower East Side in Manhattan], NYU Langone Brooklyn [Sunset Park in Brooklyn], NYC H+H/Bellevue [Kips Bay in Manhattan]. All candidates may be required to spend time at other local sites in NYC (especially NYC H+H/Bellevue) for training and/or program delivery, and there may be opportunities for involvement in other ongoing programmatic and/or research projects within the BELLE Project.*

**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.*