

Bilingual Project Coordinator Position: VIP Sites Coordinator
Video Interaction Project at NYU Langone Health

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

Specific tasks may include:

- Supervision of sites that deliver Video Interaction Project, which involves:
 - Meeting regularly with staff members at sites and providing oversight and guidance
 - Conducting regular observations of VIP implementation, providing guidance and feedback about quality and fidelity of administration of intervention
 - Assessing compliance with processes at sites
 - Providing staff members with continued oversight and guidance
 - Reviewing data from each site to track progress and program results
 - Work with sites to resolve issues related to providing VIP as they arise
 - Facilitate replacement/ repairs of materials (computers, cameras, etc.)
 - Ordering, adapting, and updating of print materials for each site (posters, tri-folds, etc.)
- Creating procedures for weekly / monthly site supervision visits
- Development of simple tools/tracking systems at site and VIP level for coordination and consistency
- Assisting with onboarding and training of new staff and interns at sites
- Assisting with data management at sites
- Assisting with other operational aspects of the study and program
- Creating/updating site protocols and procedures in collaboration with VIP interventionists at each site
- Providing regular reports to all stakeholders on program
- Planning and coordinating site-based events for VIP, such as Early Literacy Celebrations
- Outreach & collaboration with other organizations that partner with VIP and with sites, such as collaborating with local library systems for events and distribution of library cards

Requirements:

- Bachelor's Degree in child development, child life, infancy, special education, family processes, maternal and child health, public health, or related field (Master's Degree preferred)
- At least 1 year previous supervisory experience preferred, in a health-care, education, research, administrative, client support, or retail setting.
- Previous experience working in a health-care, education, or research setting preferred
- Previous/proficiency experience w/ databases (e.g., Excel, SPSS, REDCap) preferred
- Fluency in spoken and written Spanish strongly preferred

Locations:

We work in the following NYC locations (or have planned expansion underway):

- Manhattan (NYC H+H/Bellevue [Kips Bay]; NYC H+H/Gouverneur [Lower East Side]; Children's Aid Milbank Health Services [Harlem])
- Brooklyn (NYC H+H/Woodhull [Bushwick]; NYU Langone Brooklyn [Sunset Park])
- Queens (NYC Health+Hospitals/Elmhurst [Elmhurst]; NYC H+H/Queens [Jamaica])

Candidates will be based at NYC H+H/Bellevue but will be expected to regularly spend time at other local sites in NYC. There may be opportunities for involvement in other ongoing programmatic and/or research projects as well as for occasional travel to locations outside of NYC.

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. 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.