



POSITION TITLE: **Project Manager**
LOCATION: **New York City**
SCHEDULE: **Full - Time**
STATUS OF POSITION: **Available Immediately**

POSITION DESCRIPTION: Clinical Directors Network, Inc. (CDN) is a not-for-profit, practice-based research network devoted to conducting research with underserved and low-income medical populations and providing education to the clinicians who serve them. CDN is seeking a Project Manager for several of its multi-site research projects.

RESPONSIBILITIES:

The ideal candidate will work with participating Community Health Centers and Academic Medical Centers to manage the day-to-day activities of CDN's multi-site projects, including site recruitment and initiation, protocol development and implementation, regulatory management and general project oversight. and serving as liaison with project partners at Academic Medical Centers. The candidate will investigate additional funding sources, assist in the development of new project, and prepare and submit grant proposal; manage assigned projects and liaise with project partners and funders to ensure timely completion of all milestones and deliverables. The candidate will be responsible for supervising project staff and perform advanced administrative functions and other responsibilities, as needed.

QUALIFICATIONS:

Master's Degree (MPH preferred), with a minimum of three years of healthcare, clinical research or public health experience. Excellent communication, organizational, supervisory, delegation and management skills; strong PC, Internet and online research skills (MS Word Excel, PowerPoint, Internet Explorer) and writing skills; ability to meet tight deadlines, work under pressure and handle multiple, simultaneous responsibilities; solid problem-solving, judgment and prioritization skills. Project management experience a must. Ability to work independently, as well as on project teams. Experience working with ethnic and racial/minority communities; Bilingual in Spanish a plus.

Please send resume and cover letter to:

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