



**Position Title:** Research Associate

**Location:** New York, NY

**Schedule:** Part Time

**Status of Position:** Available Immediately

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Clinical Directors Network, Inc. (CDN) is a not-for-profit, practice-based research network (PBRN) devoted to conducting research with underserved and low-income medical populations and providing education to the clinicians who serve them. CDN is seeking a Research Associate for several of its multisite research projects.

**Responsibilities:**

The ideal candidate will conduct recruitment, intervention, and follow-up activities for CDN's NIH and PCORI-funded research projects:

- Patient screening and recruitment/enrollment at Community Health Centers (CHCs)
- Assessment completion (baseline and follow-up)
- Data collection and entry
- Coordination of intervention delivery
- Medical record reviews and abstractions
- Communication with clinical staff at given CHCs
- Project team meeting attendance
- Administrative support: development and maintenance of project logs, patient outreach materials, educational resources, and administrative documents

The candidate will work closely with the Project Manager, research team, and clinical staff to support project development and implementation. Other administrative functions and responsibilities will be performed, as needed.

**Qualifications:**

- BA or BS degree (in public health, public administration or a related field)
- Minimum 1 year of healthcare, clinical research, or public health experience preferred
- Excellent communication, organizational, and writing skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Ability to work independently, as well as on project teams
- Experience working with ethnic/racial minority communities
- Bilingual in Spanish a plus

**Please send resume and cover letter to:**  
Eunice Mak, MPH – Operations Coordinator  
Email: [CDNResearch1@cdnetwork.org](mailto:CDNResearch1@cdnetwork.org)