



JOB OPPORTUNITY

Project Coordinator

Advancing New Standards in Reproductive Health (ANSIRH) conducts cutting-edge social science research about reproductive health and abortion care, including studies to examine the impact of abortion restrictions on women's lives. ANSIRH seeks a Project Coordinator to assist in the management and implementation of several projects and studies.

The Project Coordinator will work with a diverse team of researchers and project staff on several studies and projects and will provide overall administrative support and coordination of project-related activities. Specifically, the project coordinator will:

- **Coordinate data collection activities:** Recruit and enroll participants into studies, schedule interviews and conduct participant follow-up, distribute online surveys, process consent forms and other study documents, coordinate participant and site reimbursements, create tools for participant data tracking and manage other study documents.
- **Provide database management:** Maintain and keep up-to-date a confidential database of publicly identifiable abortion providers across the US, provide access to the database for appropriate researchers, staff, and collaborators, and respond to requests for information from the database.
- **Provide research support:** Conduct literature reviews, online searches, and other research tasks, manage and track progress of manuscripts for publication, format manuscripts and manuscript references.
- **Provide administrative support:** Coordinate reimbursements, plan meetings and events, organize travel for project staff, prepare participant packets and mailings, create tools for data organization and conduct data entry, coordinate study purchases, and assist in the creation, organization and maintenance of administration, study and project materials.

The ideal candidate must have well-developed skills in time management, task prioritization, attention to detail, problem-solving, and written and verbal communication skills as well as interest in reproductive health and abortion.

Required qualifications:

- BA/BS with a major in a related field and one year of experience in administrative analysis or operations research; or an equivalent combination of education and experience
- Advanced knowledge of Microsoft Office, including Word, Excel and PowerPoint
- Technologically savvy
- Excellent interpersonal communication skills in-person and over the phone
- Highly organized, able to multi-task, and demonstrated success working in a fast paced environment
- Ability to work with people from diverse communities
- Excellent attention to detail
- Interest in reproductive health and abortion

Preferred Qualifications:

- Experience with reproductive health research, policy, and/or patient care
- Knowledge of UCSF systems including BearBuy, MyExpense and Connexus
- Experience using RedCap, Qualtrics or similar data collection system
- Experience conducting literature reviews using PubMed
- Experience using EndNote or other bibliographic management software
- Spanish language proficiency

Qualified candidates should apply through the UCSF careers website at <http://ucsfhr.ucsf.edu/careers/> using requisition #41276BR.