



A RED SOX FOUNDATION AND
MASSACHUSETTS GENERAL HOSPITAL PROGRAM



Home Base Program Coordinator Position (Full-Time)

Home Base, a Red Sox Foundation and Massachusetts General Hospital Program, is accepting applications for a **Program Coordinator** position. Home Base is dedicated to healing the invisible wounds of war for Post-9/11 Veterans, Service Members, and their Families through clinical care, wellness-based programs, community outreach, education, and research. For more information about our program, please visit our website at www.homebase.org.

The **Program Coordinator** will be responsible for managing both research and quality improvement projects related to post-traumatic stress disorder, traumatic brain injury, and other service-related disorders frequently found in a post-9/11 veteran population or issues faced by military families.

Duties and responsibilities (may include, but are not limited to):

- Study initiation and maintenance
- Assistance with the development and execution of reportable clinical and educational program outcome measures and associated report preparation
- Data collection, entry, cleaning, preparation, and analysis
- Assistance with presentations, posters, and manuscript preparation
- Preparation and modification of human research committee proposals
- Recruitment, screening, and monitoring of participants involved in study protocols or educational/clinical programming services
- Administrative and managerial tasks involved with the conduct of research

He/she will also devote approximately half of his/her time to program oversight and related research administrative duties, including grant preparation and fund management; maintenance of research related billing and salaries; and hiring.

Qualified applicants must have achieved a B.A or B.S. in Psychology or a related field and should have prior research experience. Applicants are advised to apply by February 1, 2017. If the position remains available, we will review applications submitted after that date. This position offers valuable clinical research experience in preparation for applying to medical school or graduate school in clinical psychology, public health, or a related field. Applicants must be available to start in early June.

To apply:

1. Go to this URL: <http://www.massgeneral.org/careers/viewall.aspx>
2. Click "View and Apply for Open Positions" under "External Applicants"
3. Under the Job Search tab, please type 3030679 in the "Job Number" search box
4. Please select the position by clicking on the text "Clinical Research Coord./Program Coord." on the left
5. Click "apply online." You will then need to register and follow the application instructions.