

## **Project Coordinator: African American Neuroscience Research Initiative**

### ***A little about us:***

The Lieber Institute for Brain Development (LIBD) was conceived from the realization that a new approach is needed to fully exploit the unprecedented opportunities to accomplish the critical goal of helping affected individuals and their families. The LIBD aims to transform the research landscape in two ways: by providing new tools for scientific discovery and by developing new collaborative approaches to achieve our ambitious mission.

The mission of the Lieber Institute for Brain Development is to translate the understanding of basic genetic and molecular mechanisms of schizophrenia and related developmental brain disorders into clinical advances that change the lives of affected individuals. The Lieber Institute is located in the Bioscience Park on the campus of the Johns Hopkins School of Medicine and Hospital.

### **Job Summary:**

The Lieber Institute for Brain Development, in partnership with community leaders in Baltimore, recently launched the nation's first African American Neuroscience Research Initiative (AANRI). The Initiative's goal is to ensure that genomic research and neuroscience studies are representative of individuals across all populations including African ancestry. The AANRI will establish a road map to help close the gap in health disparities and accelerate research efforts that will lead to new treatments for brain disorders.

The Project Coordinator will provide support to the AANRI's leadership team and scientific advisory committee in the development and execution of a 2-year work plan, assist in partnership coordination and outreach, lead in the planning and execution of the first annual forum on health disparities and genomic research, assist with publications, fundraising, communications and stakeholder relations.

### **Duties & Responsibilities:**

#### Partnership Coordination

- Establish relations with partner organizations through meetings with key agency staff
- Serve as point of contact for partners and attend relevant meetings as the AANRI's point person
- Support the management of external committees related to the AANRI and conduct visits with community leaders

#### Event Planning and Management

- Plan community events in collaboration with AANRI team, including the inaugural national meeting on health disparities in genomic research

- Assist in designing event layout and logistics such as transportation, parking, and volunteer shifts
- Solicit event donations where possible
- Support outreach logistics, including partner outreach, community engagement, registration processes, correspondence, and post-event data entry
- Manage post-event follow up, including event debriefs and thank you notes

#### Administrative and General Support

- Support grant and contract management across AANRI initiatives, including written agreements, invoices and reports
- Support internal and external communication efforts
- Identify opportunities to publicize AANRI initiatives internally and externally, through social media, newsletters, and other channels in collaboration with Lieber's External Relations Team
- Manage centralized repository of AANRI project reports and outcomes
- Performs other administrative duties as needed

#### **Requirements:**

- Bachelor's degree in public policy, public administration, or related field is required
- Minimum of 2 years of relevant experience is required
- Capable of consistently meeting deadlines, handling multiple priorities, and being organized
- Able to work with minimal supervision
- Must demonstrate initiative, have a positive attitude, excellent interpersonal skills and the ability to work as part of a team
- Proficiency in the Microsoft Office Suite of applications
- Desire to create solutions for reducing health disparities
- Event planning experience is a plus
- Excellent verbal and written communication skills
- Reliable personal transportation required

#### **To Apply:**

Please email your resume and cover letter to [jobs@libd.org](mailto:jobs@libd.org) with **Project Coordinator: AANRI** in the subject line.

**EEOC Statement:** The Lieber Institute for Brain Development is proudly an equal employment opportunity and equal professional advancement employer. Employment decisions at the Lieber Institute for Brain Development are based on merit, qualifications, and abilities. It is our policy that the Lieber Institute does not discriminate in employment opportunities on the basis of race, religion, color, sex, age, marital status, national origin or ancestry, citizenship, physical or mental disability, sexual preference/orientation or veteran status with regard to any position or employment for which the applicant or employee is qualified.