

Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

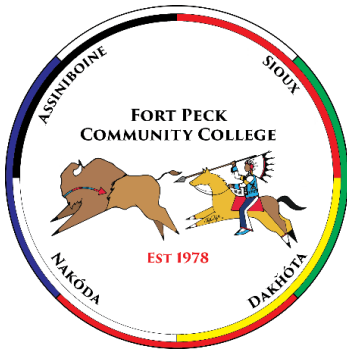
<b>Job Title:</b>	<b>Indigenous Recovery Planning Project (IRP) – Community Research Associate</b>	<b>Position Type:</b>	Full Time
<b>Location:</b>	Poplar	<b>Date Closing:</b>	10/7/22
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Diploma/GED/Transcripts</li> <li>4. Driver's License</li> <li>5. 3 Letters of Work Reference</li> </ol>	

**Job Description**

The Community Research Associate (CRA) will be hired at Fort Peck to assist the Project Manager with preparing all aspects of the IRP project, including organizing and coordinating project logistics and paperwork, scheduling study participants for group meetings and assessments, coordination of support staff, and other project needs that arise.

**Duties:**

- Schedule data collection sessions with participants, track data collection, and provide appointment reminders to participants
- Conduct assessment interviews with participants according to the data collection schedule, enter data into REDCap database
- Coordinate logistics of data collection, including room reservations, purchasing refreshments, distributing gift cards, and tracking participant payments
- Coordinate logistics of weekly intervention sessions, including room reservations, set up, clean up, and participant reminders
- Prepare and organize all written materials and supplies for weekly intervention sessions
- Recruit, screen, hire, and supervise drivers to transport participants to weekly group sessions
- Recruit, screen, hire, and supervise babysitters to provide onsite childcare at group sessions
- Purchase meals and deliver to weekly group sessions; help serve dinner to participants and their families
- Manage purchasing, distribution, and tracking of project pantry items and intervention supplies
- Manage purchasing, distribution, and tracking of participant gift cards and incentives
- Coordinate and purchase refreshments for data collection interviews
- Coordinate and purchase arts/crafts supplies for weekly group sessions
- Assist project manager with participant recruitment, including documentation, tracking, and scheduling reminders/make-up meetings
- Serve as back up for intervention sessions, delivering content when regular facilitators are unable to attend
- Enter fidelity and feedback forms into database following each intervention session
- Organize and store all study paper forms according to protocol
- Track between-session correspondence with participants



Fort Peck Community College  
PO Box 398  
605 Indian Ave  
Poplar, MT 59255  
406-768-6300

- Complete protocol deviation forms when needed
- Participate in annual team trainings
- Coordinate data entry and secure data storage
- Follow all study protocols, maintaining confidentiality and always demonstrating respect for participants
- Fill-in for project manager when needed
- Other duties as assigned

**Required Qualifications/Skills:**

Project management experience; attention to detail; ability to follow instructions and make deadlines; ability to coordinate and manage multiple tasks/priorities (including tracking and reporting of multiple purchases/receipts); strong written and verbal communication skills; and ability to work collaboratively with a large team are important skills for the position.

**Preferred Qualifications/Skills:**

Experience coordinating community health research projects.

**Educational Qualifications:**

Bachelor's degree or higher; OR associate degree with (3) or more years of professional experience.

**This position is grant funded and continuation is dependent upon availability of grant funds.**

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**