



The Scientific Consulting Group, Inc.

656 Quince Orchard Road, Suite 210

Gaithersburg, MD 20878-1409

Phone: 301-670-4990

Fax: 301-670-3815

Job Ad – Community Engagement Strategic Approaches Manager @ OSC

Consulting firm in Gaithersburg, MD seeks a Community Engagement Strategic Approaches Manager.

Scope of Work:

The Community Engagement Strategic Approaches Consultant for the CARE for Health program will play a pivotal role in advancing the program's goal to extend research participation opportunities to communities that historically are underrepresented in research through strategic planning, execution, and evaluation of community engagement activities within the CARE for Health™ program. This position requires a seasoned professional with strong project management experience and in-depth expertise in community engagement strategies and practices.

Key Responsibilities:

- **CARE for Health Community Engagement Activities:**
 - Working with the CARE for Health interim Scientific and Medical Director and the Operations Director, oversee the development, refinement, and execution of a community engagement strategic plan for the CARE for Health™ pilot program.
 - Identify emerging opportunities and potential risks to guide engagement efforts.
 - Track and support, and coordinate as needed, the community engagement activities of CARE for Health™ research networks and sites.
 - Evaluate and share new and successful clinical study community engagement approaches for underserved and underrepresented in research populations.
 - Identify existing resources and partnerships within and outside clinical sites to promote the participation of community members in clinical research.
- **Community Engagement Project Management:**
 - Develop project plans, timelines, milestones, and performance metrics for implementation of the community engagement strategic plan.
 - Oversee the implementation of community engagement strategic plan, coordinating with cross-functional teams.
 - Oversee the establishment and administration of the CARE for Health Community Partners Board
 - Anticipate and mitigate potential obstacles to successful implementation of the community engagement strategic plan.
 - Implement strategies to foster a culture of mutual respect, participation, innovation, and adaptability.
 - Provide direction and guidance about community engagement strategies and their implementation to other members of the community engagement team.



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- **Stakeholder Engagement:**
 - Facilitate strategic discussions, workshops, and community-building networking to share best practices in fostering collaboration among primary care practices, providers, and patient community stakeholders.
 - Serve as a liaison between the program and network entities on matters related to community engagement.
- **Community Engagement Performance Evaluation:**
 - Establish metrics and mechanisms for evaluating the effectiveness of community engagement activities of the CARE for Health program.
 - Prepare regular progress reports and presentations.
 - Drive continuous improvement efforts.
 - Collaborate with CARE for Health leadership to monitor and evaluate the performance of community engagement strategic initiatives.
 - Conduct CARE for Health site reviews related to community engagement activities.
 - Develop recommendations for strengthening engagement activities and fostering their sustainability.
 - Design and execute methods to track and measure engagement activities of CARE for Health™ research networks.

CERTIFICATIONS, LICENSE, PHYSICAL REQUIREMENTS OR OTHER EXPERTISE REQUIRED. The contractor must have:

- Bachelor's degree in program/business development, administration, or related field.
- Five years of relevant work experience in community engagement, business development, program management, or process improvement.
- High level of integrity, managerial excellence, and professionalism as evidenced by level of responsibility and authority in prior positions.
- Excellent communication and interpersonal skills demonstrated through writing samples and/or presentations.
- Proven track record of leading the establishment, execution, and evaluation of complex projects.

Preferred Qualifications and Skills:

- Master's degree in Business Administration, Healthcare Administration, Public Health, or a related field.
- Minimum of ten years of experience in strategic planning, management, and administration.
- Proficiency in Microsoft Office Suite (MS Word, Excel, Access, PowerPoint).

Deliverables: Deliverables associated with this work will include, but are not limited to the following: work products and documents related to project management, including community engagement strategies/plans



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and metrics, and updates as needed; summaries of community engagement activities; summary findings from evaluations of community engagement activities; plans and materials for stakeholder engagement activities; and community engagement supportive materials for CARE for Health networks, hubs, practices, sites. Due dates will be determined as the work progresses.

Interested candidate should submit resume and cover letter.

SCG is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.