



98 Magazine Street
Roxbury, MA 02119
 Phone 617-442-4111
 Toll Free 877-769-7693
 Video Phone 617-606-7508
 Fax 617-442-4005

Job Title:	Part-Time P2P Project Assistant	Weekly Hours:	~ 4.5 as needed
Responsible To:	P2P Co-lead, Valeria Chambers	Classification:	Exempt
Team:	P2P PCORI Project	Pay Grade or Salary Range:	\$18/hour

POSITION SUMMARY

The Pipeline 2 Proposal (P2P) Project Assistant assists in office work and some outreach for an exciting new venture entitled: “Blacks, Mental Health and Healing Through Comparative Effectiveness Research”, to conclude in October 2018. The Project Assistant should be familiar with Black community groups and organizations primarily in the Dorchester, Roxbury and Mattapan areas of Boston in order to work on the logistics of our summer forum, outreach and collection/dissemination of information to and from communities.

ESSENTIAL RESPONSIBILITIES

Note-taking, clerical work, phone calls, report compiling, event planning with co-leads to implement a community forum and final presentation of the project.

Experience:

A peer specialist with at least 1 year experience working as an employee in the mental health field doing direct care in mutual peer support preferred.

Knowledge, Skills, and Abilities:

- Multicultural experience and able to interface well with Black communities.
- Strong social media, communication, and interpersonal skills required.
- Note taking and basic computer skills required.
- Knowledge, skills, and ability to collaborate with others as part of a team.
- Own transportation preferred.
- Knowledgeable and respectful of a wide variety of healing modalities, lifestyles, and behaviors, including diverse cultural and spiritual practices.



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PHYSICAL REQUIREMENTS

- Ability to occasionally lift between 20-30 lbs

EQUAL EMPLOYMENT OPPORTUNITY

The Transformation Center provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

APPLICATIONS

To apply for this position, please email a resume and cover letter to Valeria Chambers, Co-lead, Pipeline 2 Proposal Patient Centered Outcomes Research Initiative Project:
valeriac@transformation-center.org.