

TEMPORARY POSITION: Field Coordinator

Promise Neighborhood Survey

June 2019- December 2019

General Description

- As part of a major research project, Drexel School of Public Health will be collecting surveys from 1500 residents in six neighborhoods. These neighborhoods are: Mantua, Powelton Village, West Powelton, Mill Creek, East Parkside, and Belmont. These neighborhoods make up the West Philadelphia Promise Neighborhood.
- The School of Public Health is recruiting 20 people to assist as survey administrators.

Schedule/hours

- **Field Coordination:** July 2019 to January 2020 for up to 39 hours per week. Times will be scheduled during daytime and evening hours on weekdays, and Saturday afternoons and evenings.

Responsibilities

- Act as point of contact for surveyors out in the field.
- Triage surveyor calls and refer to the appropriate staff person or manager
- Responsible for the organization of materials and preparation for daily fieldwork of surveyors
- Oversee daily check in and check out process for surveyors entering and returning from the field.
 - Distribute all materials needed for field operations at the beginning of the survey shift
 - Collect all materials including tablets, gift cards, field logs, etc.
 - Review documentation to ensure completeness and quality
 - Debrief with surveyors, identify any challenges that came up while out in the field.
- Coordinate scheduling and follow up for survey appointments
- Enter survey log data into log database on a daily basis; monitor completeness and accuracy of documentation
- Assist the Data Manager with the creation of survey routes and daily logs
- Communicate any challenges to Project Manager and Data Manager to ensure that they are addressed in a timely manner.
- Assist Project Manager and Data Manager with special projects as needed

Skills and Abilities

- Experience conducting or coordinating outreach and survey field work in an urban environment
- Interest in or familiarity with Community Engaged Research
- Data entry and data quality management experience
- Comfortable using Excel and other Microsoft Office programs
- Available during the entire data collection period (July -January).
- Excellent communication skills.
- Well organized and excellent attention to detail.
- Able to use good judgement.
- Preference will be given to applicants who are familiar with Mantua, Powelton Village, West Powelton/ Saunders Park, Mill Creek, East Parkside, and Belmont neighborhoods.

Background Check:

Background investigations are required for all new Drexel University hires as a condition of employment, after the job offer is made. Employment may not begin until the University accepts the results of the background investigation.

Payment: The position is temporary. The hourly rate is \$21.

If you are interested or someone you know is interested, please contact Kelley Traister, Project Manager at 267.341.8387 or by email Kelley.a.traister@drexel.edu.