

Senior Program Coordinator, Seminary to Ministry Study

Center for Health Policy and Inequalities Research

The Duke Clergy Health Initiative

Job Code: 2901; Job Level: 11

For information about this position, please contact David Eagle david.eagle@duke.edu, Associate in Research at the Center for Health Policy and Inequalities Research at Duke University.

Apply for the job [here](#). Once done applying please email your application materials David Eagle, david.eagle@duke.edu.

Research Context

In 2008, the Duke Clergy Health Initiative conducted several ground-breaking studies of pastors; these definitively pointed to worse chronic disease, obesity, and depression rates in North Carolina clergy compared to non-clergy populations. This finding was surprising because pastors have many characteristics that are often considered protective for health: they are generally well-educated, have access to health insurance and are religiously active. Since the initial study in 2008, we have conducted a broad range of research to understand the challenges of pastoral ministry and improve the lives of clergy.

In addition to research, the Clergy Health Initiative has developed and tested several health and well-being interventions. We have been successful in improving pastors' physical health. Our future goals are to help clergy better manage personal mental health problems and more effectively handle stress.

The Duke Clergy Health is a cross-disciplinary project that joins several schools and institutes at Duke. Our team members are both in Duke Divinity School, the Duke Center for Health Policy & Inequalities Research and the Duke Global Health Institute. We work in partnership with many United Methodist Church leaders (and increasingly with other denominations) at national, state, and local levels.

Clergy Health is beginning several major new projects and initiatives. These include evaluating

scalable stress interventions for use with clergy, a retrospective study with clergy on the progress of their careers, evaluating attrition and the factors associated with attrition among clergy, and **starting the first major prospective study of seminary students.**

Position Overview

The Senior Program Coordinator will provide key leadership to the *Seminary to Ministry Project*, a 5-year, mixed methods, longitudinal research study that will follow several cohorts of Divinity School students through their training and into the first several years of their working lives. The Senior Program Coordinator will:

- manage the day-to-day operations of the project;
- coordinate survey data collection and reporting (including data quality assurance, supervising interviewers and maintaining electronic records);
- work with others to increase internal capacity to conduct indepth qualitative interviews and analysis;
- maintain tracking systems for respondents over time;
- manage IRB submissions;
- engage with key stakeholders; and
- plan major dissemination events.

The Senior Program Coordinate with work closely with the SEM project director to realize the goals of the research.

Work Performed

- Make operational and programmatic decisions that have a significant impact on the successful achievement of program strategies and objectives; develop, coordinate and advise staff regarding program policy. Specific tasks will include:
 - plan recruitment and retention strategy for study participants;
 - plan survey data collection events;
 - assist with developing interview protocols;
 - write and submit IRB protocols for pre-testing and fielding of the various studies; and
 - conduct other small research projects as the need arises.
- Monitor and evaluate program effectiveness using qualitative and quantitative research techniques; investigate trends, and recommend and implement modifications to improve program effectiveness. Specific tasks will include:

- monitor survey data collection as it proceeds. Ensure data quality is being maintained;
 - conduct random spot checks of interviewer data to ensure they are complying with study protocols;
 - maximize response rate to surveys and ensure that people are retained across waves of the study;
 - plan, coordinate and administer activities of assigned programs to include developing and implementing procedures, processes, services and systems; and
 - train employees in proper methods and procedures and ensure correctness of work.
- Budget for, and coordinate, public events and other related programs; develop and coordinate new ideas and concepts for program themes, materials and resources to supplement, expand or replace existing program components.
- Coordinate public relations activities to include conceptualizing and writing newsletters, promotional materials, publications, press releases, ads and fliers. Develop plans and schedules for release of publicity materials. Specific tasks will include:
 - develop study promotional material aimed at increasing respondent participation;
 - write reports after major data collection efforts have concluded;
 - work with staff across projects to ensure that findings are being regularly disseminated to key stakeholders.
- Maintain liaison with other programs, offices and departments at Duke to coordinate program business and to accomplish program objectives; interface with external organizations as appropriate to ensure cooperative efforts are enhanced and available resources are utilized. Specific tasks will include:
 - work closely with staff at Duke Divinity School to track, interview and retain study participants;
 - interface with external stakeholders, in particular The Duke Endowment and the two regional United Methodist conferences to ensure that available resources are being effectively utilized to benefit these key stakeholders;
 - convene meetings of key project advisors drawn from Duke faculty, external experts and key stakeholder groups;
 - prepare budgets and grants; monitor, verify and reconcile expenditure of budgeted funds as appropriate;
 - monitor, verify and reconcile the expenditure of the study project budget to ensure the project is on target and adapt the budget to reflect changes in study design or administration;
 - assist in developing grant proposal for the second wave of the study;

- provide staff leadership. Recommend various personnel actions including, but not limited to, hiring, performance appraisal, promotions, transfers and vacation schedules;
- coordinate shared staff resources across the clergy health projects;
- work with staff in Population Health Sciences to build a qualitative research core of interviewers and analysts to conduct on going clergy research;
- hire and supervise temporary interview staff during peak data collection occasions including supervising student workers.

Required Qualifications at this Level

Education/Training

- Work requires analytical, communications and organizational skills generally acquired through completion of a bachelor's degree program.
 - Coursework/background in religious studies and/or theology are strongly preferred.
 - Coursework/background in empirical data collection techniques are strongly preferred.
- Master's degree in Public Health, Divinity or Theology is preferred.

Experience

- Work requires three years of experience in program administration or involving academic, instructional or counseling activities to acquire skills necessary to plan, coordinate and implement a variety of program activities and events OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE.
- Experience conducting in-depth qualitative interviews is strongly preferred.
- Experience working with Christian clergy and/or issues related to theological education is strongly preferred.
- experience managing projects is preferred.

Skills

- Ability to provide guidance and direction to subordinates, including setting standards and monitoring performance.
- Skills using logic and reasoning to identify the strengths and weaknesses of alternative solutions to problems.
- Skills evaluating program performance, summarizing findings, communicating results, and forming an action plan.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

- Strong interpersonal skills are required for this position
- Experience with data collection and capture systems
- Position requires the ability to drive to meet with respondents and stakeholders.