

Opportunity Title: CDC Project Coordinator for Global Emergency Preparedness
Capacity Fellowship
Opportunity Reference Code: CDC-GHC-2024-0086

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-GHC-2024-0086

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A complete application consists of:

- An application
- Transcripts – [Click here for detailed information about acceptable transcripts](#)
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete, and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

If you have questions, send an email to ORISE.CDC.GHC@orau.org. Please include the reference code for this opportunity in your email.

Application Deadline 7/31/2024 3:00:00 PM Eastern Time Zone

Description An exciting research opportunity of global health fellowship is currently available as part of the Emergency Response Capacity Team (ERCT), within the Global Health Center (GHC) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

ERCT is composed of public health emergency preparedness subject matter experts with scientific, technical, and operational experience in strengthening emergency response systems and training public health professionals. ERCT is currently providing technical support in strengthening public health emergency response systems in more than 20 countries in Africa, Latin America and Caribbean, East Europe, Central Asia, and the Middle East.

The Centers for Disease Control and Prevention (CDC) is one of the major operation components of the Department of Health and Human Services. CDC works to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

Research Project: Under the guidance of the assigned mentor along with subject matter experts across the team, the fellow will learn how to successfully manage multiple global projects across different countries while collaborating with a diversity of partners. This will include contributing to projects at headquarters as well as traveling internationally to contribute to trainings and work with partners. Key areas of learning for the fellow include:

- Emergency preparedness and response guidance as it relates to

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infectious disease

- Designing emergency response programming adapted to country, regional, and international contexts
- Database management and analysis for monitoring and evaluation
- Collaborative approaches to organizing and coordinating across multiple partners and working groups
- Best practices for training and program implementation targeting diverse audiences

Learning Objectives: The fellow will play a key role on the team, often directly interfacing with ministries and partners. In this role, common tasks will include:

- Entering, cleaning and analyzing project data to ensure meeting relevant milestones and meeting reporting requirements
- Organize file systems for projects to ensure all documents related to the country or project are accounted for including budgets, proposals, technical documents, etc.
- Draft and maintain records of meetings to reference when generating project reports
- Organize weekly project-related meetings to track milestones and ensure project members are meeting relevant deadlines
- Develop project related reports for internal and external audiences throughout the year
- Develop new and adapt existing training content on emergency preparedness working with instructional designers
- Deliver emergency preparedness training content to in-person and virtual audiences

Mentor(s): The mentor for this opportunity is Ashley Greiner (iwh2@cdc.gov). If you have questions about the nature of the research please contact the mentor.

Anticipated Appointment Start Date: November 1, 2024. Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for one year, but may be renewed upon recommendation of CDC and is contingent on the availability of funds.

Level of Participation: The appointment is full time.

Participant Stipend: Stipend rates may vary based on numerous factors, including opportunity, location, education, and experience. If you are interviewed, you can inquire about the exact stipend rate at that time and if selected, your appointment offer will include the monthly stipend rate.

Citizenship Requirements: This opportunity is available to U.S. citizens and Lawful Permanent Residents (LPRs).

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established

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through an interagency agreement between DOE and CDC. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).






Questions: Please visit our [Program Website](#). After reading, if you have additional questions about the application process please email ORISE.CDC.GHC@orau.org and include the reference code for this opportunity.

Qualifications The qualified applicant should be currently pursuing the degree, with completion by July 31st, 2024.

Preferred Skills:

- **Proficiency in Spanish or French is required for this position.**
- Strong oral and written communication skills
- Strong organizational and computer skills including MSWord and MSEXcel
- Experience with MSTeams, SharePoint, or OneNote
- Experience working internationally and with different cultures
- Experience in or knowledge of issues in public health preparedness and response

Eligibility Requirements

- **Citizenship:** LPR or U.S. Citizen
- **Degree:** Currently pursuing a Master's Degree to be received by 7/31/2024 12:00:00 AM.
- **Discipline(s):**
 - **Business** (1 )
 - **Communications and Graphics Design** (1 )
 - **Life Health and Medical Sciences** (4 )
 - **Other Non-Science & Engineering** (1 )
 - **Social and Behavioral Sciences** (3 )
- **Veteran Status:** Veterans Preference, degree received within the last 120 month(s).

Affirmation I certify that I have not previously been employed by CDC or by a contractor working directly for CDC. I understand that CDC does not permit individuals with a prior employment relationship with CDC or its contractors to participate as trainees in the ORISE program. (Exceptions may be granted for individuals who, since the previous CDC employment, have obtained a new STEM degree which necessitates training in a new field.)