Nature of Work
The Injury and Violence Prevention Center (IVPC) is a collaborative initiative of the Colorado SPH and the CU School of Medicine. The IVPC drives evidence-based prevention of injuries and violence through research and by providing training, education, and dissemination to community partners and practitioners. The IVPC supports the Firearm Injury Prevention Initiative (FIPI), a program which coordinates, synergizes, and stimulates collaborative approaches to firearm injury prevention. It offers an existing network of researchers, public health professionals, and experts within the firearms community. The FIPI also hosts the Colorado Firearm Safety Coalition, which was established in 2015 and brings together firearms and public health communities. Under the direction of the FIPI Director and Program Director, this part-time student role will be responsible for supporting efforts related to firearm-involved violence prevention, including administration, outreach, education, and dissemination activities for FIPI. The student will work with multi-disciplinary teams and participate in regular team meetings, as needed. The ideal candidate will be passionate about firearm-injury prevention, detail oriented, a self-started, and a strong communicator.

Responsibilities and Duties
- Managing the FIPI website, media outreach, newsletter, listservs, and social media
- Support the generation of content material for FIPI products
- Translating and disseminating research findings such as creating visual abstracts or research briefs.
- Overseeing logistics for FIPI meetings and events (e.g., FIPI Webinar Series), including managing scheduling, marketing, evaluations and correspondence with partners
- Engaging in projects undertaken in conjunction with campus and community partners. Possible activities may include conducting training needs assessments, organizing training, education, and networking activities, event planning, and program evaluation
- Assisting with FIPI-related administrative tasks, including scheduling meetings for team members

Minimum Qualifications:
- A bachelor’s degree in public health, social/behavioral sciences, healthcare, business administration, business, communications, or a directly related field from an accredited institution and enrolled in a graduate level program in public health, medicine, or related fields.
- Experience using software programs including Microsoft Outlook, Word, Excel, Qualtrics, Canva, Zoom, Adobe products
- Experience with creating content for websites, social media and professional reports

Preferred Qualifications:
- Interest and experience in public health and firearm injury prevention topics
- Experience working with coalitions and communities impacted by firearm injury and violence
- Experience with administrative support (e.g., calendar management, doodle polls)

Supervision Received: This position will report to Jessica Buck-Atkinson, FIPI Program Director.

Compensation: The hourly rate for this position will be $20.00.

Desired Start Date – November 1, 2022

Application Instructions: Please email a resume and cover letter to Jessica.Buck-Atkinson@cuanschutz.edu. Preference will be given to those who apply by October 20th.