



## Request for Applications

### San Luis Valley Community Research Liaison (CRL)

#### Overview

**Community Research Liaisons (CRLs)** work across diverse urban and rural communities throughout the state. As members of the [Partnership of Academicians and Communities for Translation \(PACT\)](#), their work is guided by both community priorities and the [Colorado Clinical and Translational Sciences Institute's Community Engagement \(CCTSI-CE\) Program](#).

CRLs serve as vital connectors between health research, clinical practice, and community health initiatives. They promote participatory research partnerships and raise awareness about their purpose and value. As an innovative workforce for multi-directional research translation, CRLs collaborate with community organizations, partners, patients, and health providers to identify local health priorities. Many also support research investigators in designing studies that address real, locally relevant needs. Deeply rooted in their communities, CRLs bring an insider's understanding of local assets and challenges, ensuring their work remains grounded in community needs.

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#### Required Hours, Compensation, and Work Environment

**We are seeking a remote, part-time (approx. 10 hours/week) CRL who lives within the six-county SLV region. CRLs receive a monthly stipend of \$1,717.** This role may be structured as an independent contract or housed within a community-based organization and requires a home office (or access to office space) equipped with a computer and reliable internet (these expenses will not be reimbursed). Access to dependable transportation is required for travel within the SLV region and to Denver on a semi-regular basis (some travel expenses are reimbursable). The SLV CRL must be self-motivated, reliable, and able to work independently with minimal supervision. While **hours are flexible and typically fall between Monday–Friday, 8 a.m. to 5 p.m.**, some meetings and community events may take place during evenings or weekends. The expectation is that the overall effort will balance out to roughly 40 hours per month.

CRLs are contracted and paid through the [Trailhead Institute](#) and are supported and overseen by the University of Colorado CCTSI Community Engagement team. While the SLV CRL will not have permanent direct reports, they may provide guidance to students, interns, or project staff as needed. This position is funded by the CCTSI through a grant from the [National Center for Advancing Translational Sciences \(NCATS\)](#) at the National Institutes of Health (NIH).

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#### CRL Roles and Responsibilities

CRLs are trusted, community-rooted professionals who act as advocates, connectors, and collaborators between communities and academic researchers. CRLs play a central role in building and maintaining relationships, fostering trust, and strengthening research partnerships across the CCTSI's Community Engagement (CE) programs. Their work is shaped by the unique needs of the communities they serve, and they often take on multiple roles:

### *Key Roles of a CRL*

- **Educator:** Bridge understanding between researchers and communities by explaining concepts and goals in accessible ways.
  - **Connector:** Build and sustain relationships across communities, researchers, and partner organizations.
  - **Research Supporter:** Help design, implement, and share research that aligns with local priorities.
  - **Team Member:** Collaborate with CCTSI-CE staff, community members, and academic partners to support shared goals.
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## Examples of CRL Work

### *Community Engagement & Partnership Development*

- Build and sustain relationships with community members, organizations, and academic teams.
- Connect researchers with communities based on shared interests and needs.
- Ensure community voices shape all phases of research.

### *Training, Facilitation & Capacity Building*

- Develop and lead trainings on community-engaged research (CER) and related methods.
- Facilitate discussions that promote shared understanding between researchers and communities.
- Help community-based organizations strengthen their capacity to engage in research partnerships.

### *Research & Program Support*

- Guide study design, recruitment strategies, and ethical considerations.
- Assist with grant writing, research proposals, and evaluation planning.
- Support day-to-day study operations including recruitment, data collection, and dissemination.

### *Communication & Knowledge Sharing*

- Translate complex research topics into clear, relatable information.
- Share research findings in ways that are meaningful and useful to communities.
- Contribute to presentations, reports, and outreach materials.

### *Project & Organizational Management*

- Help coordinate and track progress on community engagement programs and research activities.
  - Participate in meetings, workshops, and regional events.
  - Support strong communication and follow-through across all partnerships.
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## Skills & Competencies for Success

CRLs bring a wide range of experiences and strengths. Ongoing training and development are offered to support success in the role. Key competencies include:

- **Communication & Facilitation:** Clear communicator, able to engage diverse audiences and lead productive conversations (second language preferred).

- **Collaboration & Relationship-Building:** Builds trust and maintains long-term partnerships.
  - **Adaptability & Problem-Solving:** Flexible and resourceful when navigating complex situations.
  - **Cultural Humility & Inclusion:** Values community wisdom, equity, and diverse lived experiences.
  - **Project Coordination:** Organized and efficient in managing multiple priorities.
  - **Teamwork & Independence:** Works well independently and as part of a team.
  - **Critical Thinking:** Makes informed decisions aligned with community and program goals.
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## Professional Fields

Community-Based Participatory Research; Health Services Research; Public Health; Health Care; Quality Improvement; Primary Care Practice Improvement; Community Organizing; Community Health Worker; Project Management; Training and Facilitation.

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## Minimum/Necessary Qualifications

- Bachelor's degree in Public Health or a related social science field and five years of experience coordinating projects in community-based organizations, public health agencies, or healthcare settings. **Equivalent work experience may substitute year-for-year for the degree.**
  - Ability to work both independently and as part of a remote team, with minimal supervision and strong personal accountability.
  - Strong understanding of community engagement principles, methods, and community-based participatory research (CBPR).
  - Excellent interpersonal and communication skills—oral, written, and presentation. Bilingual or multilingual fluency is a plus.
  - Ability to effectively engage with diverse stakeholders, including academic partners, community leaders, and local residents.
  - Strong critical thinking and problem-solving skills to assess progress and navigate team dynamics.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), cloud-based tools (e.g., Dropbox, video conferencing, calendaring), and willingness to learn new platforms.
  - Exceptional organizational skills with the ability to plan, coordinate, and manage multiple projects or events simultaneously.
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## Preferred/Advanced Qualifications

- Training or experience in group facilitation.
- Familiarity with grassroots organizing and community asset mapping.
- Experience identifying and fostering connections between community and academic partners.
- Understanding of clinical and translational research, including both qualitative and quantitative methods.
- Ability to educate and engage stakeholders in community-engaged research (CER) and CBPR.
- Willingness to work flexible hours, including mornings, evenings, or weekends, to meet community needs.
- Adaptability to shift priorities and manage multiple projects in response to changing community needs.

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## Submission Instructions

Interested applicants should submit their application proposals via email to:  
[cctsicommengage@cuanschultz.edu](mailto:cctsicommengage@cuanschultz.edu)

All applications must be submitted ~~Wednesday May 7<sup>th</sup>, 2025 11:59pm MT~~ **UPDATE: We will be accepting applications through Wednesday, May 21<sup>st</sup>, 2025 at 11:59pm MT.** Late or incomplete submissions may not be considered.

### *Application Requirements*

Applicants should provide responses to the following to demonstrate their qualifications and experience relevant to the CRL role:

1. **Cover letter and resume or CV**
2. **Response to the following questions:**
  1. **Background & Experience:** Provide a summary of your current and previous work, including relevant roles in community engagement, research partnerships, facilitation, or advocacy.
  2. **Expertise & Skills:** Describe how your expertise aligns with the qualifications outlined in the RFA, including community engagement, facilitation, partnership development, and research support.
  3. **Relevant Projects & Roles:** Share examples of previous or current work similar to, or in with alignment with, the CRL role. Highlight key accomplishments and the impact.
  4. **Connections to Role Expectations:** Identify how your skills and experience align with the responsibilities of a CRL. What strengths would you bring to this position?
3. **References:** Include three professional references: Name, email address, phone number (if available), organization or other relationship.
4. **Additional Information (Optional):** Any other details that demonstrate your suitability for this role.

### *Additional Considerations*

- Applications will be reviewed based on the qualifications outlined in the RFA.
- We reserve the right to request additional information as needed to assess applicants.

For any questions regarding the application process, please contact [cctsicommengage@cuanschultz.edu](mailto:cctsicommengage@cuanschultz.edu). We appreciate your interest and look forward to reviewing your submission!