



Request for Applications Mountain West 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.

Required Hours, Compensation, and Work Environment

We are seeking a remote, part-time (approx. 10 hours/week) CRL who lives in the Mountain West Community (including Eagle, Summit, Pitkin, and the eastern end of Garfield County), and serves communities who are underrepresented in research and disproportionately affected by health challenges. CRLs receive a monthly stipend of \$1,768. This role may be structured as an independent 1099 contractor or housed within a community-based organization where cost-sharing can be negotiated. Independently contracting CRLs are contracted and paid through the [Trailhead Institute](#) and are supported and overseen by the University of Colorado CCTSI-CE team.

CRLs must have access to 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 Mountain West (some travel expenses are reimbursable), as well as periodic travel to the Denver metro area. The Mountain West 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.

While the Mountain West CRL will not have permanent direct reports, they may provide guidance to students, interns, trainees, 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).

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:

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

Research & Program Support

- Guide study design, recruitment strategies, and ethical considerations.
- Track community-specific priority needs and connections to research opportunities.
- Assist with grant writing, research proposals, and evaluation planning.

Communication & Knowledge Sharing

- Bridge understanding between researchers and communities, and translate complex research topics into clear, relatable information.
- Share and report on research findings in ways that are meaningful and useful to communities.
- Contribute to academic and community-oriented presentations, reports, and outreach materials.

Project & Organizational Management

- Help design, implement, and share research that aligns with local priorities.
- Participate in meetings, workshops, and regional events.
- Support strong communication and follow-through across all partnerships.

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 and consistent 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.

Professional Fields

Community-Based Participatory Research; Community Engagement; Community Organizing; Community Health Worker; Health Services Research; Health Care; Public Health; Project Management; Quality

Improvement; Training and Facilitation.

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.
 - Willingness to work flexible hours, including mornings, evenings, or weekends, to meet community needs. Ability to travel within community, as well as periodically to Denver metro area.
 - 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, problem-solving skills, and emotional intelligence 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.
 - Deep understanding of importance of including all individuals in research and health projects.
 - Ability to educate and engage stakeholders in community-engaged research (CER) and CBPR.
 - 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 materials via Google Form:

<https://forms.gle/SMP48aeJvKzpgLgi7>

All applications must be submitted **by Sunday, October 4th 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. **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, particularly related to working with marginalized communities and those disproportionately affected by health challenges.
 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@cuanschutz.edu. We appreciate your interest and look forward to reviewing your submission!