

Health Bucks Distribution Intern

(Full Time: June-August; Part Time September-November 2018)

The Fund for Public Health in New York City, (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

PROGRAM OVERVIEW

The NYC Department of Health's Health Bucks Program facilitates the purchases of fresh fruits and vegetables at neighborhood farmers markets while supporting regional farmers. Health Bucks are \$2 coupons redeemable for fresh produce at all New York City farmers markets. Health Bucks are distributed several ways: 1) As a Supplemental Nutrition Assistance Program (SNAP) incentive at farmers markets – for every \$5 spent in SNAP benefits at the market, SNAP participants receive \$2 in Health Bucks; 2) Through community and faith-based organizations as part of nutrition education and health programming; and 3) By organizations and elected officials that purchase the coupons to hand out through their healthy eating initiatives.

For more information about Health Bucks, visit www.nyc.gov and search "Health Bucks".

POSITION OVERVIEW

We are currently looking for an enthusiastic and detail-oriented individual to assist with the 2018 Health Bucks season. The Distribution Intern will help prepare for, assist with and track Health Bucks distribution to farmers markets and community organizations, compile data for program reports, and support other program-related tasks.

RESPONSIBILITIES

Intern responsibilities will include, but are not limited to:

- Assist with logging and tracking Health Bucks applications from community-based organizations
- Compile and prepare toolkits for community-based organizations and assist with mailings
- Help ensure all farmers markets that accept SNAP benefits receive Health Bucks and promotional materials and that they have a sufficient supply of coupons throughout the season

- Help train farmers market operators and community-based organizations in effective Health Bucks distribution and tracking methods
- Track and oversee Health Buck distribution, keeping thorough records with meticulous attention to detail
- Track receipt and review of Health Bucks distribution logs
- Collect and compile distribution data for reports
- May need to travel to various farmers' market location

QUALIFICATIONS

- Detail oriented and highly organized
- Independent with limited need for supervision
- Able to professionally interact with diverse populations at farmers' markets and community organizations
- Excellent interpersonal and communications skills
- Experience working in multi-cultural settings with diverse populations
- Experience with Microsoft Office applications, with proficiency in Excel
- Interest in issues of food access and nutrition
- Verbal Spanish language skills preferred but not required

EDUCATION

Graduate student pursuing a degree in Public Health, nutrition, or related degree preferred

TIME COMMITMENT

Temporary position from June-November 2018 (Monday-Friday). Full-time from June to August. Candidates available to continue on a part-time basis from September-November preferred.

SALARY

Paid on an hourly basis consistent with experience.

TO APPLY

To apply, send Resume, with Cover Letter, and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Health Bucks Distribution Intern_your name**" in subject line. Interested candidates should respond by May 18, 2018.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.