

Complete Streets and Healthy Schools Program Coordinator

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

Part of DOHMH's Center for Health Equity, the Neighborhood Health Action Centers (formerly District Public Health Office) in North/Central Brooklyn, East and Central Harlem, and the South Bronx were created in 2003 to situate additional health resources in high-poverty neighborhoods and communities. The Creating Healthy Schools and Communities (CHSC) initiative, a five year effort funded by the New York State Department of Health, was launched in fall 2015 in targeted neighborhoods in Brooklyn and Harlem to combat obesity and other chronic diseases. In particular, this initiative aims to address gaps in access to healthy food and safe streets, active living opportunities through community-level capacity building, policy, and systems-level change.

POSITION OVERVIEW

The Brooklyn Neighborhood Health Action Center is seeking a Program Coordinator to facilitate the implementation of the Nutrition and Physical Activity program and the Creating Healthy Schools and Communities grant initiatives. This position will focus on developing complete streets/active transportation policy and ensuring that all schools have local-level school wellness policies in North/Central Brooklyn. This position is offered through September 2020, but is contingent upon the continued availability of funding.

RESPONSIBILITIES

Complete Streets:

- Support the Program Director in working with city agencies and community organizations to develop model policies around complete streets, physical activity, and active transportation to promote equity in North and Central Brooklyn.
- Support the Program Director in fostering partnerships through coalition building with other community members, groups, and governmental agencies to implement complete street strategies and increase physical activity.
- Work to expand pedestrian and bike lane network in North and Central Brooklyn as well as activate existing biking and pedestrian infrastructure through events.
- Oversee staff planning and execution of community events around complete streets including biking, walking, and bike share.
- Serve as the programmatic lead for the Prescribe-a-Bike program.

Schools:

- Provide direct technical assistance to schools in adopting and implementing school wellness policies that increase opportunities for healthful eating and physical activity.
- Identify and disseminate best practices for promoting health and well-being in schools and look for opportunities to develop new policy, systems, and environmental changes.
- Connect schools to resources that support nutrition education and physical activity opportunities. Reach out and maintain relationships with schools in the Brooklyn Action Center catchment area through school visits and email blasts.
- Update final reports and provide monthly reports to NYS.
- Develop and conduct trainings and presentations for schools, stakeholders, and DOHMH staff that prepare participants to implement wellness policies and practices in a school environment.

Administration:

- Support the Program Director in the hiring process for interns; provide supervision of interns.
- Work with the Program Director to manage the budget and track expenditures, develop contracts, complete purchase orders and other procurement-related actions.
- Work closely with the research and evaluation team to measure program effectiveness.
- Develop and manage program reports and grant reporting.
- Perform other related duties and special projects as assigned.

QUALIFICATIONS

- A Bachelor's or Master's degree from an accredited college (*e.g.*, in public health, economics, finance, accounting, business or public administration) or equivalent experience.
- Two years of experience working in/or with schools, particularly New York City Public Schools
- Demonstrated commitment to complete streets and active transportation work.
- Experience working in underserved communities and an understanding of how to apply an equity framework.
- Demonstrated experience coalition building strongly preferred.
- Ability to be work independently, be flexible, and handle changing workload with multiple projects and changing priorities.
- Familiarity and comfort level in riding a bike and using public transportation.
- Strong communication skills (written and verbal) required.
- Knowledge of or resident of Brooklyn Action Center communities (Brownsville, Bedford-Stuyvesant, Bushwick, East New York).
- Fluency in Spanish preferred.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

ADDITIONAL INFORMATION

There is potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirement including NYC residency.

TO APPLY

To apply, send Resume, with Cover Letter, including salary requirements and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**Complete Streets and Healthy Schools Program Coordinator_ your name**” in subject line.

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