

## **Contract & Procurement Intern**

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 Join the BEAT grant is seeking a contract & procurement intern to work part-time (up to 25 hours per week) through September 29, 2018. Join the BEAT (Be active, Eat healthy, Act on health risks and Take prescribed medication) is a grant targeting the East/Central Brooklyn, South Bronx, Harlem, and East Queens communities which have over 1.3 million combined residents and substantially higher than average rates of obesity, pre-diabetes, hypertension and related mortality than other city neighborhoods. These communities also have high poverty levels, limited education attainment and English proficiency, less access to healthy foods and few outdoor areas for physical activity. It is believed that culturally appropriate neighborhood strategies including lifestyle change programs and health system collaborations can make a positive impact on the health to outcomes of these communities.

### **POSITION OVERVIEW:**

This position will be housed within the Bureau of Systems Partnership in the Division of Center for Health Equity, at the Gotham office location. The Division aims to strengthen and amplify the Health Department's work to eliminate health inequities, which are rooted in historical and contemporary injustices and discrimination, including racism. The four key approaches to advance health equity are as follows:

- 1) Support the Health Department's internal reform in becoming a racial justice organization.
- 2) Invest in key neighborhoods (place-based)
- 3) Build partnerships that advance racial and social justice
- 4) Make injustice visible through data and storytelling

This position will report to the Executive Director of Administration. Intern will be responsible for providing administrative support to Center for Health Equity staff and associated community partners focused on BEAT activities. Intern will work in partnership with the existing Center for Health Equity Administrative Team to promote alignment of the BEAT work with existing health initiatives to strengthen neighborhood partner relations. Intern will also serve as the primary liaison to FPHNY and inter-divisional DOHMH administration for matters regarding grant funding, hiring processes and approvals.

### **RESPONSIBILITIES:**

- Manages vendor contracts and sub-recipient awards in collaboration DOHMH CHE Administration, FPHNY, PCIP, PPC and associated project leaders and program directors through the contract lifecycle including amendments and renewals
- Oversees CHE BEAT procurement including vendor selection, vendor management, and all transaction activity
- Provides guidance and technical assistance to BEAT vendors regarding scope of services agreements, budgets, supporting compliance documentation and payment processes
- Assists in the development of a procurement implementation plan for BEAT work plan goods and services

- Assists in the implementation of operational activities which support BEAT neighborhood-based chronic disease prevention strategies
- Works closely CHE Administration, FPHNY, PCIP, and PPC to identify areas to improve administrative cohesion and processes between departments

**REQUIREMENTS:**

- Experience in a nonprofit administration strongly preferred
- Extensive experience in procurement process, contract and grant management
- Experience in other administrative areas such as personnel, operations, etc.

**QUALIFICATIONS:**

- Bachelor's required, Master's preferred (business Administration, Financial Management, Research Administration or related field)
- Excellent verbal and written communication skills
- Candidate should be detail-oriented, organized and creative

**SALARY AND HOURS**

- Candidate must be available to work up to 25 hours per week at the Gotham office in Long Island City. Salary will be \$16 an hour.

**TO APPLY:**

Please send resume and cover letter to Kara Frantzich at [kfrantzich@health.nyc.gov](mailto:kfrantzich@health.nyc.gov) with "Contract & Procurement Intern\_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.***