

**Evaluation Program Assistant  
October 2018 - January 2019 (10 hours per week)**

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 Brooklyn Breastfeeding Empowerment Zone project targets specific geographic areas within North/Central Brooklyn (Bedford-Stuyvesant and Brownsville) to provide comprehensive, multi-level initiatives to encourage and support breastfeeding, addressing both gaps in breastfeeding education and practice as well as broader social determinants of health. The Empowerment Zone project focuses on male involvement in breastfeeding, local capacity building and economic development, community mobilization, community education and media, and direct services comprised of breastfeeding consultations, home visits, and support groups. The project also has a strong learning and evaluation emphasis.

**RESPONSIBILITIES:**

The Evaluation Program Assistant will be working at the Brooklyn District Public Health Office and will be working closely with the Center for Health Equity's Director of Qualitative Research who also functions as the Evaluator for the Empowerment Zone. The Assistant will provide overall support to the Empowerment Zone evaluation, including the following areas of quantitative and qualitative research and analysis:

- Organize community-based focus groups and individual interviews, take minutes, and develop summary thematic reports.
- Transcribe audio recordings of interviews and focus groups.
- Code data using ATLAS.ti (qualitative data analysis software)
- Collate and analyze secondary health indicators data from local sources and, to the extent possible, compare to city, state and national indicators.
- Assist in finding, reading, maintaining and summarizing a literature review on key evaluation dimensions and themes.
- Analyze collected output, attendance, and secondary data and prepare reports
- Assist in developing, conducting and analyzing surveys and questionnaires.
- Participate in grants reporting, review and evaluation as required.
- Maintain accurate statistics and generate monthly written reports and other updates as required.
- Perform any other organization related duty or project as necessary including community outreach

**PREFERRED QUALIFICATIONS AND SKILLS:**

- Graduate student in public health, statistics or related field
- Knowledge of research methods (quantitative and qualitative)

- Experience in design and modification of program logic models
- Detail oriented with passion for data entry and analysis and leveraging diverse data collection methods
- Experience conducting literature reviews and evaluative writing
- Proficient in Microsoft Office Suite, SPSS and SAS
- Experience with and/or interest in Geographic Information Systems (GIS) or other mapping systems
- Ability to travel throughout Brooklyn

**SALARY AND BENEFITS:**

- \$13 per hour

**TO APPLY:**

- To apply, please send resume and cover letter to [jpierre4@health.nyc.gov](mailto:jpierre4@health.nyc.gov) indicating “**BFEZ.Evaluation Program Assistant**” in the subject line.

**The Fund for Public Health in New York City, Inc., is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply. Residents/ former residents and/or women of color strongly encouraged to apply.**