

School and Community Wellness Specialist

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

Creating Healthy Schools and Communities is a coordinated, multi-sector initiative designed to increase demand for and access to healthy, affordable foods and opportunities for daily physical activity in high-need school districts and their associated communities. The grant was awarded to the East Harlem Neighborhood Health Action Center, which is a community-based arm of the NYC Department of Health and Mental Hygiene's Center for Health Equity aimed at addressing health equity in the neighborhoods of Harlem. Since 2003, the East Harlem Neighborhood Health Action Center has been working with public schools in East and Central Harlem in developing and implementing school and community wellness policies to promote nutrition, physical activity, and wellness.

POSITION OVERVIEW

The East Harlem Neighborhood Health Action Center— NYC Department of Health and Mental Hygiene – Center for Health Equity is seeking a Harlem School and Community Wellness Specialist. This is a New York State funded position through September 30, 2020.

Under the guidance of the Director, Physical Activity and Nutrition, the Harlem School and Community Wellness Specialist will oversee the schools' and community's coordination of the New York State Healthy Schools Healthy Communities Grant in East and Central Harlem including: managing program staff, overseeing hiring and contracting, planning meetings and fostering clear communication among different organizations and schools, managing data and the grant evaluation, and managing the grant relationship with FPHNY. The Harlem School and Community Wellness Specialist will ensure rigorous reporting and high standards working with the staff and interns working with schools and communities.

RESPONSIBILITIES

- Overseeing all hiring activities and ensuring that all positions are filled with appropriate hires
- Liaising with FPHNY management to oversee all contracting activities and manage the budget, liaising with the funders, supervising the interns, and developing contracts and purchase orders
- Working closely with the research and evaluation team to develop instruments that measure the effectiveness of wellness policies and develop recommendations for best practices
- Interacting with high level staff in Community Based Organizations, the Department of Education, other city agencies, and leaders and residents in the communities to maximize opportunities within schools and the community to promote wellness and healthy living

- Working closely with schools in identifying and disseminating best practices for promoting health and well-being in schools and looking for opportunities to develop new policy, systems, and environmental change
- Ensuring the reporting of all required measures and development and implementation of all evaluation planning, in order to fulfill all evaluation and reporting activities
- Overseeing the budget
- Performing any other organization related duty or project as necessary

QUALIFICATIONS

- College degree and three-five years of professional experience in budget or financial administration, management or economic planning, staff development, organizational research, program evaluation, social services planning or evaluation, or related area including 18 months in an executive, managerial, administrative or supervisory capacity, or satisfactory equivalent.
- At least 2 years working in schools in high needs communities
- At least 1 year working within high needs/historically disinvested communities

Preferred Skills/Credentials

- Master's Degree or enrollment in Master's Degree in Public Health, Public Administration, or Education
- 3+ years project management experience
- Knowledge of local communities and local organization leadership
- Knowledge and experience in food insecurity, active transportation, built environment, and/or Complete Streets
- Demonstrated capability to lead grant to successful implementation and lifecycle
- Excellent organizational skills and highly detail-oriented
- Excellent oral and written communication skills
- Demonstrated ability to effectively establish and maintain working relationships with peers and constituents at all levels of the organization
- Ability to communicate in a second language
- Residence in Northern Manhattan, South Bronx, and/or East/Central Brooklyn

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 how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**School and Community Wellness Specialist_ 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.