

Content 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 (Thrive in your Workplace, NYC)

ThriveNYC is partnering with the Fund for Public Health to launch *Thrive in your Workplace*. Alongside the launch of ThriveNYC, a massive 5-year public investment to dramatically improve mental health outcomes for New Yorkers, the City has identified *Thrive in your Workplace* as a key strategy for engaging New York City's business industry. *Thrive in your Workplace* has been conceived as a way to help employers understand the value of implementing an approach and workplace strategy focused on emotional wellbeing and mental health. The engagement and program opportunities will prioritize both evidence-based supports, as well as policies and programs specifically tailored to the needs and context of each business partner.

POSITION OVERVIEW

The Content Specialist will sit on a dedicated team responsible for leading the effort to build awareness of mental health, and implement mental health programming in the workplace. The Content Specialist will be charged with creating the evidence-based resources and frameworks to be deployed with partnering employers, in addition to providing technical assistance to employers in implementing the recommendations.

The Content Specialist will be supervised by ThriveNYC and split time between the Mayor's Office and the Department of Health and Mental Hygiene. The Division of Mental Hygiene will serve as the content expert and provide the necessary programmatic guidance to this position. This is a two-year grant-funded position.

RESPONSIBILITIES

- Apply knowledge of the behavioral health and workplace wellness landscape to develop all content for *Thrive in your Workplace*, including but not limited to: a best practices toolkit, employer scan, technical assistance modules, recommendations framework
- Deliver Employer Scan to develop customized recommendations for employers

- Provide technical assistance to employers in implementing recommended mental health practices and policies
- Develop relationships with experts in the field, such as Steering Committee, to ensure alignment and up-to-date knowledge of evidenced-based supports
- Serve as go-to expert in workplace wellness for ThriveNYC, disseminate knowledge to employer partners and internally to ThriveNYC
- Produce all professional-grade materials for use by employers, with support from Employer Engagement manager
- Regularly report on Thrive in your Workplace to DOHMH, Mayor's Fund and ThriveNYC leadership

QUALIFICATIONS

- Graduate degree and a minimum of 3 years work experience
- Knowledge of evidence-based supports in Workplace wellness, Human Resources systems and benefits plans
- Demonstrable interest and expertise in behavioral health
- Experience as a researcher, with a preferred focus on mental health
- Ability to work independently and manage time effectively in a fast-paced, start up environment
- A team player with ability to work across sectors and with diverse stakeholders
- Excellent written and oral communication skills.
- Strong project management skills, with an ability to anticipate, prioritize and manage multiple tasks
- Professional demeanor that demonstrates warmth, responsiveness and credibility
- Knowledge of essential computer applications (Microsoft Excel, Word, PowerPoint), database management and design

SALARY AND BENEFITS

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

TO APPLY

To apply, send resume, with cover Letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Content 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.