

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

The Primary Care Information Project (PCIP), a bureau in the NYC Department of Health and Mental Hygiene (DOHMH) is devoted to improving health by promoting and supporting primary care. The PCIP works with over 1,300 health care organizations on increasing clinical prevention opportunities, reducing health disparities, managing/preventing chronic disease, and creating community linkages to support health promotion.

Many of the activities and services to primary care are funded by grants and delivered through the New York City Regional Electronic Adoption Center for Health (NYC REACH) devoted to promoting and supporting the adoption of the chronic care model; using payment reform to advance population health by advocating and promoting reforms and programs that will facilitate the delivery of quality primary care; and monitoring the New York City healthcare system by leveraging data to monitor quality of care and population health to inform public health decisions. To learn more, visit us at www.nyc.gov/pcip or www.nycreach.org

POSITION OVERVIEW

PCIP is seeking a **Program Coordinator** to support program staff and partners in the implementation of best practices to assist quality improvement initiatives which maximize prevention opportunities in primary care.

RESPONSIBILITIES

- Coordinate program efforts in the development and implementation of quality improvement
- Complete project management activities
- Form and maintain supportive, collegial relationships with primary care practices
- Conduct off/on site practice visits and trainings
- Assess and document program activities and practice progression
- Provide administrative support; schedule and develop meeting agendas, meeting minutes, material preparation
- Develop presentations for internal and external stakeholders
- Other duties as assigned

QUALIFICATIONS

- Bachelor's Degree
- 2+ years of relevant experience
- Ability to work collaboratively with physicians, staff and external organizations
- Excellent time management, attention to detail, and organizational skills required
- Excellent verbal, written, presentation, remote communication and group facilitation skills
- Working knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Knowledge about chronic disease prevention/ management is a plus
- Ability to travel within the 5 boroughs of NYC.

Additional Information: There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.

SALARY AND BENEFITS

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

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 "Program Coordinator - and your name" in the 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.