

Project 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

In collaboration with the New York Academy of Medicine, the New York City Department of Health and Mental Hygiene (DOHMH) has received funding from the Robert Wood Johnson Foundation for Health Data for New York City (*HD4NYC*), an innovative, multi-institutional platform that promotes actionable policy relevant research focused on health equity.

HD4NYC research is designed to inform policies and programs to promote health equity and enhance the population health impact of the next generation of health disparity researchers. Specifically, *HD4NYC* will (1) create a collaborative research platform that aligns DOHMH policy and program priorities with research and utilizes data to reduce health inequities and promote health equity; (2) implement multi-institutional working groups to advance actionable policy relevant research; and, 3) generate evidence that influences the development of policies and programs. This position is funded through November 2020.

POSITION OVERVIEW

The Project Coordinator will work with the co-Principal Investigators to develop, implement, and evaluate *HD4NYC*. This position reports to the Assistant Commissioner, Bureau of Epidemiology Services, NYC Department of Health and Mental Hygiene.

RESPONSIBILITIES

- Support DOHMH co-lead and investigator recruitment efforts
- Develop materials including one-pagers and presentations for internal and external stakeholders
- Coordinate monthly workgroup meetings
- Coordinate workshops and webinars
- Conduct background research
- Support development and maintenance of workgroup research agendas
- Assist with developing data use agreements and other forms
- Assess and document program activities
- Supervise Data Manager

- Provide other forms of support as needed to working group co-leads and members.

QUALIFICATIONS

- Bachelor's or Master's degree in public health or related field
- Excellent organizational and project management skills
- Detail-oriented
- Excellent interpersonal, research, written and verbal communication skills
- Proven ability to work collaboratively with partners from multiple institutions and sectors
- Computer skills including Microsoft Office (Word, Excel, Access, PowerPoint)
- Ability to handle multiple priorities and adapt to a changing environment
- Demonstrated commitment to health equity and reducing health disparities

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 "**Project Coordinator_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.