

## **Data Manager (part-time)**

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 part time (50%) and funded through November 2020.

### **POSITION OVERVIEW**

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

### **RESPONSIBILITIES**

The Data Manager will support HD4NYC co-lead and investigator data needs by:

- Performing data management tasks (e.g., data cleaning, recoding, merging, etc.) to make data ready for HD4NYC working groups
- Linking various administrative and survey datasets
- Creating documentation to support analyses such as codebooks and analysis guidelines
- Conducting analyses to support work groups
- 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
- Experience conducting analyses of complex datasets
- Proficiency with SAS, SUDAAN, R
- 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 and cover letter, including required salary and how your experience relates to this position, to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating "**HD4NYC Data Manager \_ 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.*