

Nutrition 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

The Nutrition Project Coordinator will support two projects: Take Action: Food Pantries and the Pharmacy to Farm Prescriptions program. Take Action: Food Pantries is a pilot program to build capacity of emergency food providers to deliver nutrition education programming related to prediabetes awareness. The project is part of a larger initiative, Take Action ABCD: Improve A1C control, Blood pressure control, Cholesterol management and Diabetes prevention and management, funded by the Centers for Disease Control. Pharmacy to Farm Prescriptions is a pilot project that offers low-income New Yorkers with high blood pressure and Supplemental Nutrition Assistance Program (SNAP) benefits \$30 a month in Health Bucks, coupons redeemable for fresh fruits and vegetables at all NYC farmers markets. The project is funded through a USDA Food Insecurity Nutrition Incentive (FINI) grant and a private donation to the FPHNYC.

This position will be housed within the Bureau of Chronic Disease Prevention and Tobacco Control (BCDPTC). The Bureau strives to reduce the burden of chronic disease on New Yorkers, including heart disease and stroke, cancer, and diabetes, with a particular focus on reducing gaps in health equity. The Bureau focuses on addressing three key risk factors that lead to chronic disease - poor nutrition, inadequate physical activity, and tobacco use - while also working to leverage clinical tools and settings to promote public health. It leads changes to systems, policies, and environments and provides New Yorkers with information and resources to help them make healthy choices. BCDPTC is based in the New York City Department of Health and Mental Hygiene's Division of Prevention and Primary Care.

POSITION OVERVIEW

This position is funded through **the end of September 2019** with the possibility of an extension. The position **extension** is contingent upon the successful annual reapplication for funding.

The Nutrition Project Coordinator will work across two projects that aim to help low-income New Yorkers consume healthier foods and will report to the Assistant Director of Nutrition Education and the Health Bucks Project Manager. The Coordinator will be responsible for launching and supporting program implementation of the Take Action: Food Pantries program. The Coordinator will also be responsible for expanding Pharmacy to Farm Prescriptions to new pharmacies and farmers markets and supporting program implementation at the sites.

RESPONSIBILITIES

Take Action: Food Pantries

- Identify new pantries to participate in the Take Action ABCD in Food Pantries program.

- Revise current farmer's market nutrition education training materials, curriculum, and data collection tools to meet the needs of food pantries and the Take Action ABCD grant deliverables and to include tailored messaging around prediabetes awareness; develop new materials as needed.
- Coordinate program implementation at new sites including training food pantries, conducting site visits, providing ongoing technical assistance, and monitoring data collection.
- Coordinate with the Fund for Public Health on setting up and monitoring contracts at new sites and ensuring program is meeting grant deliverables.
- Connect food pantries to existing National Diabetes Prevention Program classes and support pantries in making referrals, as appropriate.
- Convene participating food pantries to share best practices, challenges, and suggestions from future messaging and incorporate feedback into program.
- Assist with grant reporting, as needed.
- Perform other duties as needed in support of the program.

Pharmacy to Farm Prescriptions

- Identify and recruit new pharmacies to participate in Pharmacy to Farm Prescriptions.
- Coordinate program implementation at new sites including training pharmacies and farmers markets, conducting site visits, providing ongoing technical assistance, and monitoring data collection.
- Coordinate with the Fund for Public Health on setting up and monitoring contracts at new sites and ensuring program is meeting grant deliverables.
- Assist with promotional activities including outreaching to community-based organizations and healthcare centers, developing communication materials, and collecting participant and pharmacy testimonials.
- Support program evaluation activities including monitoring data entry, conducting basic data analysis and assisting with preparation of reports.
- Perform other duties as needed in support of the program.

QUALIFICATIONS

- Master's degree in nutrition, public health, public policy, or public administration preferred
- Minimum of 1 year of professional experience in one or more of the following fields: Project coordination, nutrition education, community outreach and/or administration.
- Willingness to travel throughout the 5 boroughs of NYC

PREFERRED SKILLS

- Excellent attention to detail and strong organizational and project coordination skills
- Superior writing skills and ability to communicate effectively
- Experience developing relationships with community partners
- Experience with culinary education
- Knowledge and proficiency in the Microsoft Suite, including Excel and Powerpoint

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@fphny.org indicating “**Nutrition 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.