

**Active Design Intern January 2019 – June 2019**  
with possibility of extension **(3 days/20 hours per week)**

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**

**This position will be housed within the Bureau of Chronic Disease Prevention and Tobacco Control (BCDPTC), which is in the DOHMH's Division of Prevention and Primary Care.** The BCDPTC 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 leads changes to systems, policies, and environments and provides New Yorkers with information and resources to help them make healthy choices. 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.

Specifically, this position sits in the Active Design Program within BCDPTC, which works at the intersection of public health, urban planning and policy to improve the health of all New Yorkers by transforming how people of all walks of life interact with our built environment.

**POSITION OVERVIEW**

The Active Design Program is seeking a graduate level intern who will focus on promotion of physical activity and overall health through the design of the built environment. The position will entail hands-on community engagement experience, cross-agency exposure to city government, and the opportunity to promote healthier communities through research, evaluation, and project implementation.

Reporting to Assistant Director Active Design, Bureau of Chronic Disease Prevention and Tobacco Control, work will be conducted both out in the field (site visits, off-site meetings, data collection and documentation) and indoor (office) environments. The Active Design Intern will be a key team member in supporting and implementing projects in the community setting that support the goals of the program.

## **RESPONSIBILITIES**

- Conduct literature reviews, synthesize evidence, and identify best practices and case studies related to Active Design and the built environment and health
- Create maps and analyze and manage data using ArcGIS and ArcGIS online to inform project work and agency initiatives
- Assist in creating and implementing evaluation tools, including surveys and focus group questions
- Assist in data organization, analysis and presentation
- Engage with key stakeholders, including community-based organizations and agency partners
- Assist with organization of and attend community events and other duties as needed
- Perform administrative program duties as needed

## **QUALIFICATIONS**

- Graduate student in the fields of public health, urban planning, urban studies, or policy
- Proficiency in ArcGIS, ArcGIS online
- Excellent attention to detail, organizational skills, project management, and follow through
- Superior relationship building skills, writing and communication skills, and ability to creatively problem solve
- Knowledge of and proficiency in Microsoft Office Suite and Adobe Creative Suite a plus

## **SALARY AND BENEFITS**

- This is a paid internship of \$20 per hour. **Employment will be through a temporary employment agency.**

## **TO APPLY**

To apply, send Resume, with Cover Letter to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating "BCDPTC Active Design Intern\_ 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.***