

## **Special Projects Associate**

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.

### **PROJECT OVERVIEW**

The Fund for Public Health in New York City (FPHNYC) manages a complex contract with multiple projects implemented by the New York City Department of Health and Mental Hygiene (DOHMH).

### **POSITION OVERVIEW**

Reporting to the Director of Special Projects, and as a member of the Special Projects team, the Project Associate will be responsible for contracting and fiscal management of multiple projects. This will include tracking project expenses and preparing billing in conjunction with FPHNYC finance staff; executing contract needs; and liaising with units responsible for project implementation.

The ideal candidate will be an excellent communicator, detail-oriented, innovative thinker and a proven, creative problem-solver. They will also have the ability to manage multiple projects with sensitive timelines.

### **RESPONSIBILITIES**

#### **Budget Administration**

- Review and submit contract payments by verifying submission of appropriate supporting documentation
- Track contract payments and monitor progress
- Provide accounting support

#### **Contract Administration**

- Coordinate lifecycle of procurement agreements and act as the point of contact for contracting process. Work with Counsel to develop, prepare and/or amend agreements, with input from appropriate FPHNYC and DOHMH staff on programmatic or policy issues, as required. Negotiate contract language within established organizational parameter

- Assist with the coordination of competitive bids and procurements including Requests for Proposals, Requests for Expressions of Interest, and similar selection processes
- Ensure vendor selection method, price justification, scope of service, and deliverables are clearly stated. Ensure contract terms and amounts are within established timeframes and as budgeted. Ensure contracts are executed in a timely manner and distributed as appropriate
- Assist Project Manager with contract closeout actions in a timely manner including but not limited to audits, establishment of final rates, property inventories, de-obligation of funds, etc.
- Perform other duties as assigned

### **QUALIFICATIONS**

The ideal candidate will be an excellent communicator, have the ability to manage multiple projects with aggressive timelines, be detail-oriented, be an innovative thinker and proven, creative problem-solver, and be proficient in the use of Microsoft Excel and Word.

- BA/BS Degree or equivalent experience
- 3-4 years work experience in administration
- Experience in drafting consultant and vendor contracts
- Excellent analytical, problem-solving, and communication skills
- Knowledge of database and spreadsheet software
- Able to work independently and as part of a team in a fast-paced, deadline driven environment

### **SALARY AND BENEFITS**

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

### **TO APPLY**

Please send your resume, with cover letter, to: [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org).

Indicate the following in the Subject line: **“Special Projects Associate\_your name”**.

In the cover letter, indicate how your skills and experience meet the qualifications of the position and provide your salary requirements.

***The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***