

Grant Assistant (Post-Award)

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.

POSITION OVERVIEW

Reporting to the Director, Grants Administration, the Grant Assistant is responsible for supporting the FPHNYC Grant Management team in day-to-day administrative processes. The position plays a lead role in processing, coordinating and reconciling travel arrangements, procurements and payments, vendor invoices, and maintaining documents for grant files. In addition, the Grant Assistant assists Grant Managers' with filing and processing documentation related to award closings.

RESPONSIBILITIES

The Grant Assistant will serve as the support for Grant Managers. The Grant Assistant is responsible for:

- Coordinate and track work orders and engagements for temporary staff in partnership with Human Resources. Review temporary staff invoices and submit requests for payments in a timely manner. Work closely/coordinate/troubleshoot with FPHNYC Finance Department and vendors to make sure payments are processed promptly and accurately.
- Coordinate, track and process requests for grant supported travel. Serve as primary contact with travel agent. Review and submit travel reimbursements.
- Maintain and support data entry to Contracts Database.
- Assist Grant Managers with preparing and executing sub-contracts and other procurement agreements, including purchase orders and catering requests. Support Grant Managers to review appropriate supporting documentation in order to request and submit contract payments.
- Assist with the coordination, release and resolution of competitive bids, including posting opportunities to the FPHNYC website, reviewing applications and maintaining the bid timetable.
- Assist Grant Managers with contract closeout actions in a timely manner including but not limited to contractor notifications, updates to the Contract Database, and de-obligation of funds.
- Perform other duties as assigned.

QUALIFICATIONS

- BA/BS Degree + 1 year office experience (grants related experience a plus)
- Excellent organization and communication skills.
- Demonstrate attention to detail, can see tasks through to completion, and able to prioritize tasks.
- Able to work independently and support a team in fast-paced, deadline driven environment.
- Experience with Microsoft Excel.

SALARY AND BENEFITS

FPHNY offers a comprehensive benefits package including an excellent work life balance. Salary is commensurate with experience.

TO APPLY

To apply, send resume, with cover letter including your salary requirement to: publichealthjobs@fphny.org. Please indicate "FPHNYC Grant Assistant_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.