

## **Program Operations 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 Primary Care Information Project (PCIP), a bureau in the NYC Department of Health and Mental Hygiene (DOHMH) is devoted to improving health by promoting and supporting primary care. The PCIP works with over 1,300 health care organizations on increasing clinical prevention opportunities, reducing health disparities, managing/preventing chronic disease, and creating community linkages to support health promotion.

Many of the activities and services to primary care are funded by grants and delivered through the New York City Regional Electronic Adoption Center for Health (NYC REACH) devoted to promoting and supporting the adoption of the chronic care model; using payment reform to advance population health by advocating and promoting reforms and programs that will facilitate the delivery of quality primary care; and monitoring the New York City healthcare system by leveraging data to monitor quality of care and population health to inform public health decisions. To learn more, visit us at [www.nyc.gov/pcip](http://www.nyc.gov/pcip) or [www.nycreach.org](http://www.nycreach.org)

### **POSITION OVERVIEW**

PCIP is seeking a highly motivated and dynamic professional to join the Program Operations team. Reporting to the Assistant Director of Program Operations, the **Program Operations Coordinator**, will be responsible for project management support, preparation for internal and external meetings with stakeholders, tracking deadlines, deliverables, and tasks, communicating with high-level internal and external partners, and monitoring the capacity of programs to meet goals and objectives.

The ideal candidate should have strong project management skills, be able to address urgent requests, work in a fast-paced environment, and demonstrate diplomacy, professionalism, and discretion while effectively supporting initiatives and managing multiple streams of communication. The Program Operations Coordinator must have critical thinking skills, be able to digest and interpret information quickly, and effectively exercise independent judgement and decision-making.

## **LOCATION**

This role will be based at the New York City Department of Health and Mental Hygiene located in Long Island City, Queens.

## **RESPONSIBILITIES**

- Work closely with the Assistant Director of Program Operations and the Manager of Policy and New Initiatives, providing support for daily tasks, meetings, activities, and high-priority projects.
- Coordinate and manage communications with internal and external stakeholders.
- Monitor and track deliverables, tasks, and deadlines.
- Assist with meeting preparation by creating agendas, supporting materials, managing calendar invitations.
- Lead meeting follow-up by providing records of discussions, decisions made, next steps, and action items.
- Disseminate updates and information to staff pertaining to programmatic matters.
- Serve as the liaison between internal leadership and staff.
- Disseminate program-relevant information and updates to staff.
- Develop draft reports, presentations, and other resources for internal and external audiences.
- Conduct research to support policy positions, new initiatives, and programmatic requirements.
- Support special projects, coordinate the incubation process of new priority initiatives, and lead internal work groups.

## **QUALIFICATIONS**

- Bachelor's Degree required
- Two plus (2+) years of project coordination/management role
- Ability to manage high profile projects efficiently with attention to detail, and collaborate with multiple internal and external partners
- Outstanding interpersonal, written and computer skills; operational experience in both administrative functions and relationship management
- Excellent time management, attention to detail, organizational and communication skills required
- Experience in analytic software or data visualization tools, e.g. SAS, Excel, Tableau
- Proficiency in Excel; knowledge of PowerPoint, SQL a plus
- Knowledge of principles related to Meaningful Use and Promoting Interoperability a plus
- Master's degree in public health or public administration a plus
- Must be willing to travel within the 5 boroughs of New York City, and occasionally work nights and weekends

## **ADDITIONAL INFORMATION**

There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.

**SALARY AND BENEFITS**

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

**TO APPLY**

To apply, send resume, with cover letter, including salary requested and how your experience relates to this position, to [publichealthjobs@fphnyc.org](mailto:publichealthjobs@fphnyc.org) indicating “**Program Operations Coordinator and your name**” in the 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.***