

**Stellar Farmers Markets Data Entry Specialist (DOHMH)
Part-time, Temporary (July 15th through December 13th)**

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 Healthy Eating Unit within the New York City Department of Health and Mental Hygiene's (DOHMH) Bureau of Chronic Disease Prevention and Tobacco Control, located in Long Island City, is seeking up to 2 part-time, temporary, Data Entry Specialists to support evaluation efforts of the Just Say Yes to Fruits and Vegetables Stellar Farmers Market (SFM), a program funded by the Supplemental Nutrition Assistance Program Education (SNAP-Ed) via a contract with New York State Health Department (NYS DOH). SFM provides nutrition education and cooking workshops to the public at farmers markets serving low-income New Yorkers. The goal of SFM is to increase consumption of fruits and vegetables by building knowledge and skills about healthy eating.

POSITION OVERVIEW

The SFM program collects over 20,000 surveys from program participants each season. The Data Entry Specialist will be responsible for accurately entering and maintaining workshop and survey data in an NYSDOH online data management system, Health Commerce System, and will organize and file surveys after entry. The selected candidate will be required to commit **2 days per week (M-F) from July to December 2019. Pay rate is \$18/hr.**

RESPONSIBILITIES

- Enter workshop and participant survey data into an online data management system.
- Organize, maintain and store surveys.
- Identify and communicate data reporting errors.
- Compare data entered with source documents and correct errors when appropriate.

QUALIFICATIONS

- Proficiency in MS Excel.
- Excellent organizational skills.
- Attention to detail and can focus on a repetitious task for extended periods of time.
- Experience working independently and as part of a team.
- An interest in nutrition and/or public health.

ADDITIONAL INFORMATION

This position will be hired through a staffing agency.

TO APPLY

To apply, send Resume, with Cover Letter, including how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**SFM Data Entry Specialist _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.