

Complete Streets and Nutrition Intern (\$18/hr)

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 East Harlem Neighborhood Action Center (DOHMH) is seeking a paid intern to work part time, up to 25 hours/week. Since the fall of 2015, we have been funded through the Creating Healthy Schools and Communities/NYSDOH grant to develop initiatives addressing gaps in access to healthy food and safe, active living opportunities through community-level capacity building, policy, and systems-level change. This intern will support the implementation and evaluation of our nutrition and complete streets/ active transportation initiatives. Events and projects include assisting with community bike rides and/or walks, assessments and reports, communications/social media, and community/press/media events, etc.

POSITION OVERVIEW

This position will be housed within the East Harlem Neighborhood Action Center in the Center for Health Equity (CHE) at the Department of Health and Mental Hygiene. CHE promotes initiatives that aim to address gaps in access to healthy food, safe and active living opportunities through community-level capacity building, policy, and systems-level change. This position will report to the Nutrition and Physical Activity Director and/or team.

LOCATION

This position will be housed within the East Harlem Neighborhood Action Center in the Center for Health Equity (CHE) at the Department of Health and Mental Hygiene, at clinic sites and at events from May 1 until August 31, 2019.

RESPONSIBILITIES

- Support the Nutrition and Physical Activity Director and team in the execution and development of nutrition, complete streets and active transportation initiatives.
- Support Research and Evaluation in all evaluation efforts including surveying, assessments, literature reviews, etc.
- Support in the planning and execution of community and media events. This includes outreach activities, such as organizing meetings, phone calls, flyers, clinic visits, tabling at events and recruiting participants for biking program.
- Assist with communications and social media postings.
- Participate in and lead group bike rides and/or walks and other community events; this may include weekends.
- As necessary, assist with other program needs including reporting and data collection.

- Will be expected to visit community partner sites and be outside

QUALIFICATIONS

- Undergraduate degree from an accredited university or equivalent experience. Preference for candidates pursuing an advanced degree in Public Health or a related field.
- Strong communication skills (written and verbal) required.
- Fluency in Spanish and/or Mandarin preferred.
- Knowledge of or resident of East and/or Central Harlem preferred.
- Experience with community outreach and/or engagement.
- Comfortable riding and experience leading group bike rides is desirable.
- Familiarity and comfort level in using public transportation.
- Knowledge of public health programming and proficiency in Microsoft Word, PowerPoint, and Excel.
- Ability to be work independently, be flexible, and handle changing workload with multiple projects and changing priorities.
- Candidate should be detail-oriented, organized and creative.

SALARY

Candidate must be available to work up to 25 hours per week at Health Department's main office in Harlem, at clinic sites and at events from May 1 until August 31, 2019 (there is some flexibility with start and end dates). Occasional weekend and evening events required. Salary will be \$18/hour.

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 "**Complete Streets and Nutrition 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.