

Administrative Assistant-Foster Care Initiative

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 Adolescent Health Unit (AHU) in the Office of School Health manages, among other programs, in-school reproductive health programs at the middle and high-school level. These programs include a Foster Care Initiative, with funding provided by the Conrad Hilton Foundation, which aims to increase access to sexual and reproductive health services including contraception to NYC foster care youth with a focus on youth attending NYC public high schools. The primary objectives of this initiative include:

- Develop direct linkages between foster care agencies and other school based health programs (School Based Health Centers and CATCH).
- Increase onsite dispensing of contraceptives by providing grants to Voluntary Foster Care Agencies (VFCAs) with onsite medical clinics
- Provide trainings on sexual and reproductive health best practices to increase foster care staff capacity to address sexual and reproductive health with foster care youth

POSITION OVERVIEW

The Administrative Assistant for the Foster Care Initiative will provide administrative and clerical support for senior staff in the Adolescent Health Unit. Specifically, responsibilities will include but not be limited to:

RESPONSIBILITIES

- Assist Program Leadership with daily administrative activities including copying, filing, maintaining program tracking, and taking and maintaining meeting minutes.
- Assist with implementation of SBHC/Foster Care linkage systems including data entry of confidential client information.
- Assist with implementation and maintenance of program tracking systems.
- Assist with maintenance of school based services directories for accuracy and dissemination to community partners.
- Manage conference room reservations and organize all logistical aspects of meetings and training workshops.
- Establish and maintain communications with community stakeholders on utilization of school-based services.
- Maintain inventories of educational supplies and dissemination of materials to ensure adherence to grant funded timelines.

- Assist with coordination of training logistics including: securing venue, catering, and scheduling with training vendors.
- Assist with maintaining all training documents related to the programs continuing education activities.
- Provide other logistical support to the AHU training program leadership to ensure delivery of training materials and job aides for all sponsored workshops and trainings.
- Prepare individualized training registration portfolios to enable the Adolescent Health Program to monitor and track participation in trainings and educational activities by foster care agency personnel as well as others.
- Coordinate and oversee procurement of requisite program materials via print jobs and purchases and other material orders (log books, file folders and hanging file folders, etc.) through the DOHMH or through the Fund for Public Health New York (FPHNY).
- Maintain detailed inventory of program-related files, vendor invoices and other OTPS expenses.
- Assist with special projects as needed, including assisting in preparation of training evaluation reports.
- Handle training logistics in coordination with program coordinator utilizing training databases and electronic web-based system (confirm training space requirements, confirming catering, setting up Learning Stream events, etc.)

QUALIFICATIONS

1. Bachelor degree from an accredited college, and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or GED, and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PREFERRED SKILLS

Excellent organizational and logistical skills; advanced computer skills in Microsoft Office, proficient in Excel; basic knowledge of reproductive health best practices; ability to maintain good public relations and to communicate effectively with other DOHMH staff, school staff and community partners from a wide range of cultural, social and economic backgrounds.

SALARY AND BENEFITS

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

ADDITIONAL INFORMATION

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

TO APPLY

To apply, send Resume, with Cover Letter, including how your experience relates to this position, to publichealthjobs@fphnyc.org indicating "**Position Title 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.