

STRATEGIC PROJECTS 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 within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP also operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting providers in New York City through practice transformation, quality improvement initiatives and other support services, such as Meaningful Use support, revenue cycle management, and data security. To find out more about this ground-breaking project visit us at www.nyc.gov/pcip or www.nycreach.org.

POSITION OVERVIEW

PCIP is seeking a **Strategic Projects Coordinator** who will support new programs to serve the needs of NYC REACH member physicians on practice transformation projects. NYC REACH's practice transformation services support primary care organizations to make strategic changes to their clinical, operational, and population health processes to meet the Quadruple Aim: drive improved patient outcomes, better care team well-being, lower cost of care, and better patient experience. We have an aggressive agenda in place and the ideal candidate must have critical thinking skills and be able to digest and interpret information quickly in this highly visible role. This role will be based at the New York City Department of Health and Mental Hygiene located in Long Island City, Queens.

RESPONSIBILITIES

- Act as a key coordinator of practice transformation services
- Maintain and track project progress on practice transformation metrics and milestones
- Utilize organizational databases and tools, including but not limited to Salesforce.com, to track key projects and performance, and report progress
- Coordinate reporting of metrics and milestones to DSRIP leads
- Assist with scheduling of site visits and outreach to providers
- Manage logistics for group trainings, webinars and learning collaboratives

- Create and maintain agendas and disseminate minutes for team meetings, ensuring that all parties' interests are reflected and that the agenda/minutes are relevant
- Liaise with the Communications team to incorporate practice transformation projects into PCIP communications
- Develop presentations and outreach materials for practice transformation and other strategic projects
- Work closely with analysts and manager to develop key reporting metrics to monitor goals of practices/providers and internal team performance
- Research new initiatives to refine PCIP's strategic plan, make recommendations, and draft project plans based on research and feedback from other PCIP departments
- Provide administrative support to the Strategy team
- Work on other projects as assigned

QUALIFICATIONS

- Bachelor's degree in public health, public administration, or related field
- Minimum of 2 years professional experience in a fast paced office environment
- Excellent project management skills, detail-oriented, ability to work both independently and collaboratively on a team
- Intermediate/advanced Microsoft Office (Excel, PowerPoint, Word and Outlook) skills
- Experience using Salesforce.com or other Customer Relationship Management (CRM) tool is a strong plus
- Excellent oral and written communication skills

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 and education.

TO APPLY

To apply, send resume, with cover letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating **"Strategic Projects 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.