

Program Support Internship

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 (Health Department), FPHNYC incubates innovative public health initiatives implemented by the NYC Health Department 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

This position sits within the Healthy Eating Unit, which sits in the Bureau of Chronic Disease Prevention and Tobacco Control (BCDPTC) at the NYC Health Department. BCDPTC works to reduce the burden of chronic disease on New Yorkers, including heart disease and stroke, cancer, and diabetes. BCDPTC strives to create systems, policies, programs and environments that enhance New Yorkers' access to healthy options. BCDPTC is part of the Division of Prevention and Primary Care.

POSITION OVERVIEW

The Healthy Eating Unit in the Bureau of Chronic Disease Prevention and Tobacco Control is seeking an intern to assist with general program support as part of a nutrition project intended to help encourage a healthier food supply. This is an opportunity to work on groundbreaking food and nutrition policy. NYC Health Department internships are an excellent way to develop skills that are applicable to job opportunities in the future.

RESPONSIBILITIES

- Assist project manager in drafting materials and supporting program development, such as drafting briefs on nutrition research, international public health models, and dietary trends.
- Support data analyst by preparing data summaries and doing data entry.
- Develop and maintain contact lists and spreadsheets to assist in tracking project partners and stakeholders.
- Collect information on nutrition efforts implemented by local government, international governments and organizations, and the food and beverage industry.
- Perform basic electronic file management (print, PDF, save documents on server, etc.).
- Attend staff meetings.

QUALIFICATIONS

- Solid organizational skills with keen attention to detail.
- Strong interpersonal and communication skills.
- Data entry experience and familiarity with MS Excel and PowerPoint preferred.
- Ability to work in a fast paced environment.

TIME COMMITMENT

Candidates will ideally be available for a minimum of 21 hours per week at NYC Health Department's main office in Long Island City, Queens from September through the end of December 2019; candidate may start earlier if available.

PAY RATE

- This is a paid internship at \$18.00 per 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 "**Program Support Internship__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.