

East Harlem Neighborhood Health Action Center Workforce Development 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 Action Centers are part of the City's plan to bring more health and community services to New Yorkers with the goal of reducing health inequities at the neighborhood level. The Action Centers will bring Health Department programs, community based programs and primary care clinics to buildings located in neighborhoods with poor health outcomes to improve care coordination, coordinate local health planning, and to reduce duplication and gaps in services.

The East Harlem Neighborhood Health Action Center, located in the center of East Harlem (158 E. 115th Street New York, NY 10029), is developing a Workforce Development Initiative to implement and expand job training programs for East Harlem residents. The Workforce Development Coordinator will work in collaboration with Action Center leadership and co-located partners to transform the Action Center into a hub that residents recognize us as a go-to for job related resources. The Workforce Development initiative will be implemented through the use of existing resources and infrastructure, and partnerships across the public, private and nonprofit sectors, including City and State government, academic institutions, and local businesses and community based organizations.

The Workforce Development Initiative is generously supported for two years with funding from Target Corporation.

POSITION OVERVIEW

The East Harlem Neighborhood Health Action Center Workforce Development Coordinator will work on

- 1)** developing a culinary and nutrition jobs portfolio that includes supporting the development of the East Harlem Teaching Kitchen in the Action Center;
- 2)** working collaboratively with local partners to buildout the workforce development initiative and;
- 3)** increasing access to existing job certificate programs.

The East Harlem Teaching Kitchen will provide:

- Space for cooking and nutrition classes and demonstrations
- Job training and skill building
- Space for community events

RESPONSIBILITIES

- Collaborate with local CBOs to develop programming around food and nutrition
- Build partnership with CBOs and other agencies to coordinate capacity building and program development
- Agencies: SBS, Health Academy, FPHNY, NYCHA REES
- CBOs: Strive, West Side Campaign for Hunger, Hot Bread Kitchen, Harlem United
- Schools: Columbia Public Health, Culinary Institute of America
- Local businesses: restaurants; bakeries; prepared food delivery
- Ensure assigned program activities and grant requirements are implemented successfully;
- Identify, develop and maintain workforce development partnerships and network with other program coordinators;
- Develop effective working relationships with employers and maintain regular contact in order to monitor employment satisfaction;
- Assess the staffing needs of businesses and track employment placement and retention outcomes for program participants;
- Screen job seeker resumes, facilitate interviews, provide quality referrals to employers for employment and maintain an updated internal candidate pool;
- Assist in developing program marketing materials including brochures and other methods to advertise program services;
- Identify and secure participants for year 2 of the project
- Develop concept papers for additional funding opportunities using collected data for continuation of the program and extension of efforts beyond year 2
- Market all programs to businesses and community-based organizations;
- Prepare materials for and support completion of monthly reports and budgets as requested;
- Utilize Partners Connect to maintain database of partner programs
- Organize, plan, and execute workforce development events as necessary for various assigned projects;
- Participate in professional development through appropriate conferences, workshops, seminars, or webinars;
- Provide input to Director and make recommendations for improvements to programs and the department;
- Perform other related duties as assigned by supervisor
- Work with R&E to identify and conduct research on the impact issues challenging
 - Nutritional needs for special populations
 - Elderly
 - Chinese Speaking
 - Youth

QUALIFICATIONS

- A 2 year college degree, with a minimum of 3 years relevant experience is required, a 4 year college degree in business, human resources, or related field with at least 2 years experience is preferred;
- Previous experience, training or knowledge about workforce development, candidate screening and project management;
- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision;
- Skilled coordinating a variety of projects simultaneously;
- Ability to demonstrate flexibility and creativity;

- Must possess an extensive understanding effective job posting strategies and resources;
- Must have knowledge in resume building, interviewing, networking and social media;
- Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and basic Internet research techniques;
- Knowledge of Salesforce and/or Constant Contact is a plus;
- Strong organizational and interpersonal skills are required;
- Able to work effectively under time pressure and/or deadlines;
- Experience drafting job descriptions is a plus;
- Excellent verbal and written communication skills;
- Willingness to work flexible, varying hours, including evenings and weekends as needed
 - Past experience with one or more of the following:
 - 1) Managing staff/interns
 - 2) Engage and communicate with community based organizations
 - 3) Coalition building
 - 4) Community organizing
 - 5) Program development

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 “**Workforce Development Coordinator_ 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.