

## **EmPWR Project Manager**

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**

*Environments Promoting Wellness and Resilience (EmPWR)* will transform select spaces within 15 New York City domestic violence shelters over three years. The initiative will engage survivors and staff to enhance environments in the shelters, promoting wellness and supporting the social-emotional needs of survivors and their children. The initiative includes design enhancements to the built environment of the shelter as well as complementary training to support staff capacity to provide trauma-informed care.

### **POSITION OVERVIEW**

The Project Manager will guide and manage the overall shelter enhancement program and oversee projects at each individual shelter. The Project Manager will perform the following activities:

- Develop, design, and manage the program in collaboration with the cross agency planning team that consists of representatives from several City agencies and in partnership with shelter staff and survivors
- Develop and maintain comprehensive work plans and program logic models to be shared with the cross agency planning team
- Identify and organize appropriate strategies for participatory implementation and technical assistance activities for built environment projects and staff training
- Oversee and manage the project budgets

### **LOCATION**

The Project Manager will be supervised by staff in the Bureau of Children, Youth, and Families (CYF) within the Department of Health and Mental Hygiene (DOHMH) in coordination with the cross-agency core planning team. CYF will serve as the project lead and provide the necessary programmatic guidance to this position. This is a three-year grant-funded position located in Long Island City with significant travel throughout the five boroughs.

### **RESPONSIBILITIES**

Project Management:

- Regularly review and provide updates on progress towards objectives, and evaluate selected tasks, activities, and project goals
- Ensure projects are aligned with relevant regulatory frameworks and oversight bodies, particularly related to facility management and upkeep
- Finalize the objectives and measures upon which the program will be evaluated

- Prepare and edit reports on program activities
- Oversee monitoring and evaluation to capture the impact of the built environment enhancements and staff training on the shelter environment
- Coordinate assessments of needs of the staff and survivors in each domestic violence shelter and lead and monitor technical assistance processes and outcomes
- Provide oversight of and create standards and structures to guide efficient collaboration between project consultants/contractors involved in the project (including architect, vendors, and trainers)

#### Engagement and Strategic Collaboration:

- Develop and facilitate relationships with shelter staff and residents; ensure the development of trusting and respectful interactions between shelter staff and residents and project consultants/contractors
- Provide ongoing strategic direction as key issues arise in program meetings; make recommendations to the core planning team on how to address them
- In collaboration with stakeholders, develop a strategic plan to support the sustainability of projects and to disseminate lessons learned
- Engage stakeholders from partner agencies and community based organizations; gather and incorporate feedback to address any needs, challenges, or other considerations related to the implementation and oversight of the program
- Convene community stakeholders (e.g. shelter residents and staff, agency leads, etc.) to guide the work of the program

#### **QUALIFICATIONS**

- The equivalent of:
  - A bachelor's degree and experience working in the mental health or social service fields;
  - Master's degree from an accredited university in social work, psychology, public health, urban planning or design, or similar field; or
  - 60 graduate semester credits from an accredited university in social work, psychology, health, rehabilitation, public health, psychiatric nursing or special education
- At least 5 years of satisfactory experience in program development and/or project management
- Strong program management and problem-solving skills, including experience organizing and following up on project work plans and project meetings
- Demonstrated experience managing and supervising staff and/or consultants/contractors
- Demonstrated experience with community engagement and/or community based participatory action research
- Very strong organizational skills; ability to multitask and work under tight deadlines
- Superior communication skills
- Proficient in Microsoft Word, Excel, and PowerPoint

#### **PREFERRED SKILLS**

- Spanish fluency an asset
- Experience working with shelter residents or working with survivors of domestic violence an asset
- Understanding of trauma-informed systems or approaches preferred
- Experience working in a child development or educational setting

- Experience using project management software a plus

### **SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package. The salary for this position is fixed at \$78,000 per annum.

### **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](mailto:publichealthjobs@fphnyc.org) indicating “**EmPWR Project Manager\_ 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.*