

Schools and Evaluation Intern

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, 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 East Harlem Neighborhood Action Center (DOHMH) is seeking a paid intern to work part time, up to 14 hours/week. Since the fall of 2015, we have been funded through the Creating Healthy Schools and Communities/NYSDOH grant to develop initiatives addressing gaps in access to healthy food and safe, active living opportunities through community-level capacity building, policy, and systems-level change. This intern will support the implementation and evaluation of our school wellness work.

POSITION OVERVIEW:

This position will be housed within the East Harlem Neighborhood Action Center in the Center for Health Equity (CHE) at the Department of Health and Mental Hygiene. CHE promotes initiatives that aim to address gaps in access to healthy food, safe and active living opportunities through community-level capacity building, policy, and systems-level change. This position will report to the Schools and Community Wellness Specialist.

RESPONSIBILITIES:

- Support the Nutrition and Physical Activity team in the execution and development of school wellness and policy initiatives.
- Support Research and Evaluation in all evaluation efforts including data collection, surveying, assessments, literature reviews, etc.
- Support school and community asset mapping
- Support in the planning and execution of community meetings and events. This includes outreach activities, such as organizing meetings, phone calls, flyers, clinic visits, tabling at events and recruiting participants for biking program.
- Will be expected to visit community partner sites and be outside

QUALIFICATIONS:

- Undergraduate degree from an accredited university or equivalent experience. Preference for candidates pursuing an advanced degree in Public Health or a related field.
- Research and evaluation experience required, including quantitative and qualitative data collection.
- Strong communication skills (written and verbal) required.
- Knowledge of or resident of East and/or Central Harlem preferred.
- Experience with community outreach and/or engagement.

- Knowledge of public health programming and strong computer skills in Microsoft Word, PowerPoint, and Excel. An interest in learning new software like Tableau a plus.
- Ability to be work independently, be flexible, and handle changing workload with multiple projects and changing priorities.
- Candidate should be detail-oriented, organized and creative.

TIME COMMITMENT

- Candidate must be available to work up to 14 hours per week at Health Department’s main office in Harlem, at clinic sites and at events from July 15 until September 30, 2019 (there is some flexibility with start and end dates).
- Occasional weekend and evening events are required.

PAY RATE

- \$25 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 “**Schools and Evaluation Intern_ your name**” in subject line.

The Fund for Public Health in New York, Inc., is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.