

Relay Program Assistant

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 (Please list Grant Name and Location)

The Bureau of Alcohol and Drug Use Prevention, Care and Treatment (BADUPCT) works to reduce morbidity and mortality related to alcohol and substance use among New Yorkers through contracting and oversight of prevention, treatment, harm reduction, and recovery and support services; policy analysis and development; epidemiology, surveillance, and evaluation; development and dissemination of treatment and management guidelines; harm reduction initiatives; public and provider outreach and education; and community involvement and interagency collaboration.

POSITION OVERVIEW

The Program Assistant of Relay will participate in the development and oversee implementation of Relay, the nonfatal overdose response system. The program provides 24/7 support to individuals transported to hospital emergency departments (EDs) following a non-fatal overdose. With unprecedented new funding to reduce opioid overdose deaths, this will be a key position in the creation of a nonfatal overdose response system at 15 sites citywide.

LOCATION

Gotham Center, 42-09 28th Street LIC, NY 11101

RESPONSIBILITIES

- Assist with coordinating the schedule of activities for the Director of Initiatives'; coordinate and confirm appointments, meetings, and conference attendance.
- Schedule meetings with contracted hospitals, community partners, and candidates for employment, and maintain records of attendance.
- Coordinate meetings with Bureau and Relay personnel, and outside agencies, including hospital staff and community-based organizations Relay is collaborating with: arrange for appropriate conference space for meetings; notify participants of scheduled meetings, prepare meeting notices, agendas, and meeting packets; coordinate room reservations, setup, refreshments, and equipment required for meetings.
- Coordinate program activities, including answering phones, scheduling meetings, filing, emailing, assisting staff with information requests, and liaising with bureau partners.
- Support the program's notification process by answering urgent calls from hospital EDs, Poison Control Center staff, assisting with dispatch of Wellness Advocates in response to calls from hospitals, and providing follow up and confirmation to hospitals.

- Maintain program materials, including the staff phone list, Microsoft Project activities and all press mentions of this highly visible program.
- Assist with the recruitment and hiring of new full-time and part-time Wellness Advocates by conducting initial screening of candidates' resumes and checking references of candidates for hire.
- Review candidate resumes and cover letters for potential screening as they arrive in the NYCAPS system or BADUPCT email account. Organize all resumes in program shared drive. Manage and submit all new hire documents to Admin and track onboarding process.
- Order and maintain the program's participant incentives; initiate requests/orders for new or replacement materials as needed; ensure incentives are regularly assembled and ready to be distributed.
- Maintain the program's office supplies and equipment; monitor inventory of program and bureau supplies and forms; ensure availability of adequate materials to conduct work activities; initiate requests/orders for new or replacement supplies.
- Track program publications and educational materials, ensuring consistent stock for programmatic use and coordinating reprints and storage.
- Assist with Bureau and Relay new-hire orientation for new staff.
- Organize and maintain shared drive documents.
- Utilize Maven to provide data management support, as needed, by monitoring cases to assure complete, accurate, timely entries.
- Other administrative tasks as needed including Relay operation tasks and administrative support for others in the program as assigned.

QUALIFICATIONS

- High school graduation or equivalent and three years of experience

PREFERRED SKILLS

- Possess exceptional interpersonal, written and verbal communication skills.
- Detail-oriented with outstanding organizational skills.
- Ability to multi-task in a fast-paced, high volume environment.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and Maven.

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 "**Relay Program Assistant**" 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.