

Events 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.

PRIMARY CARE INFORMATION PROJECT

The Primary Care Information Project (PCIP), a bureau within the NYC Department of Health and Mental Hygiene (DOHMH), is devoted to improving population health by supporting and promoting primary care for all New Yorkers. PCIP operates the New York City Regional Electronic Adoption Center for Health (NYC REACH) by assisting New York City providers through quality improvement and other support services focusing on the efficient use of electronic health records (EHRs), such as Meaningful Use support, revenue cycle management, and data security. To find out more about this ground-breaking project visit us at www.nycreach.org.

POSITION OVERVIEW

In collaboration with FPHNYC, PCIP is seeking an **Events Manager** responsible for the development, execution, delivery and evaluation of all events. The ideal candidate will be a self-motivated, creative, and outgoing individual to handle a myriad of tasks necessary to ensure the successful execution of our events. This position reports to the Communications and External Relations (CER) Senior Manager.

RESPONSIBILITIES

- Event Management
 - Work across all PCIP teams to schedule, execute and evaluate seminars, webinars, events, trainings and other educational or recognition events as needed
 - Plan yearly events calendar and identify potential conflicts/barriers
 - Collaborate with the PCIP team hosting event and communications project manager to confirm objectives and refine messaging/promotion around events
 - Ensure events achieve objectives and/or grant requirements while providing excellent customer service
 - Oversee External Relations Coordinators in preparing all event materials, carrying out logistical needs and executing day-of activities including event set-up and registration

- Develop and facilitate event planning requirements, including run of show, staff role assignment and rehearsal
- Identify improvements to event attendance, logistics and promotion, and analyze trends over time to find best practices or new opportunities
- Develop and maintain relationships with local event space management
- Conduct a variety of administrative functions, including maintaining supply inventory, invoicing, budget tracking and collating event metrics, as needed
- Team Management & Development
 - Oversee team of 2-3 External Relations Coordinators who provide support to the entire CER team, including events, communications and outreach
 - Develop and implement staff development activities (e.g. trainings, shadowing, etc.)
 - Coach each team member to ensure development towards organizational and personal goals
 - Provide leadership and motivation to staff to ensure high performance
- Project Management
 - Co-develop NY EHR Incentive Program curriculum work plan and compile monthly content submission
 - Liaise with staff to identify and assign content experts to draft educational materials for the NY EHR Incentive Program curriculum
 - Review and compile curriculum monthly content submission and monitor and incorporate feedback from NYS Department of Health (DOH)
 - Provide project management support for special projects, as needed

QUALIFICATIONS

- Bachelor's degree
- Minimum five years' experience in an event planning/execution role
- Strong organizational and project planning skills
- Ability to work on multiple events simultaneously while maintaining a level of accuracy and passion for PCIP's mission
- Demonstrate experience managing and supervising staff
- Strong computer skills, with proficiency in Excel, Word, and Publisher, and PowerPoint
- Availability to execute events on evenings and weekends
- Exceptional customer service, relationship management and interpersonal skills
- Demonstrate experience with Eventbrite website, Cisco Web-Ex or Salesforce CRM software
- Experience in healthcare is a plus

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience and education.

ADDITIONAL INFORMATION

There is a potential for this position to transition to DOHMH and therefore candidates must meet DOHMH eligibility requirements, including NYC residency.

TO APPLY

To apply, send resume, with cover letter, including salary requested and how your experience relates to this position, to publichealthjobs@fphnyc.org indicating “**Events Manager and 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.