

Program Assistant

Part-Time, Temporary (2-3 positions available)

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 NYC Department of Health's Get the Good Stuff program facilitates the purchase of fruits and vegetables at neighborhood supermarkets. New Yorkers who participate in the Supplemental Nutrition Assistance Program (SNAP/EBT) can get free fruits, vegetables and beans at certain NYC supermarkets. For every dollar customers spend using SNAP/EBT on eligible fruits, vegetables and beans, they get a matching dollar (up to \$50 per day) that can be used for the next purchase of eligible produce.

This position will be housed within the Bureau of Chronic Disease Prevention, which strives to reduce the burden of chronic disease, including heart disease, stroke, cancer, and diabetes, among New Yorkers. The Bureau addresses poor nutrition, inadequate physical activity, and tobacco use, which are key risk factors that lead to chronic disease. The Bureau recognizes that a history of discrimination and social injustices have led to unfair and unjust barriers to health and, in turn, risk factors for chronic disease disproportionately and unfairly affect some New Yorkers more than others. The Bureau aims to work with partners in government and in the community to create new and change existing systems, policies, programs and environments to prevent chronic disease and promote health equity. The Bureau sits in the Center for Health Equity and Community Wellness.

POSITION OVERVIEW

The Get the Good Stuff team is currently looking for two or three enthusiastic and detail-oriented individuals to assist with program implementation. The Program Assistants will support program expansion, promotion and evaluation. This is a part-time, 3 days per week, temporary position. This position will be located 1-2 days at the NYC Health Department office in Long Island City, Queens, and 1-2 days at supermarkets across NYC.

RESPONSIBILITIES

Responsibilities will include, but are not limited to:

- Review supermarket inventory lists and research items to determine program eligibility.
- Promote program in the surrounding community and enroll eligible supermarket customers.
- Enter participant survey data and identify and communicate data reporting errors.
- Ensure stock of program materials at supermarkets.
- Assist with other nutrition incentive programs as needed.

PREFERRED QUALIFICATIONS

- Proficiency in MS Excel
- Bilingual in English and Spanish
- Detail oriented and highly organized
- Excellent interpersonal and communications skills
- Able to work independently, with limited need for supervision
- Experience working in multi-cultural settings with diverse populations in NYC
- Knowledgeable about nutrition, health inequities and community food security issues
- Willing and able to travel to a variety of neighborhoods throughout NYC
- Willing and able to sit or stand for long periods of time

ADDITIONAL INFORMATION

- This is a part-time, temporary position from December 2019 until April 2020 with the strong possibility of extension through April 2021 (approximately 21 hours/week, flexible schedule Monday-Sunday).
- This position will be hired through a staffing agency.
- Pay rate is \$20 per hour.

TO APPLY

To apply, send resume and cover letter stating how your experience relates to this position [here](#). We ask that you do not contact our staff directly and no phone inquiries please. Applicants who best match the position needs will be contacted.

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