

Project Manager, Maternal Mortality and Morbidity Review Committee (M3RC)

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)

GRANT: Maternal Mortality and Morbidity Review Committee (M3RC) Initiative

LOCATION: Initially remote (and later NYC Office)

BUREAU: Maternal, Infant and Reproductive Health (MIRH), Research and Evaluation Unit (R&E)

DIVISION: Family and Child Health

POSITION OVERVIEW

The Bureau of Maternal, Infant and Child Health (MIRH) seeks a Project Manager to manage this grant which supports the NYC Maternal Mortality and Morbidity Review Committee. This position will report directly to the R&E Director for BMIRH, who is a co-chair of the M3RC. The Project Manager will be responsible for leading day-to-day project activities, donor reporting, liaising with NYS DOH, and responding to COH, City Hall, press requests, and other external requests.

RESPONSIBILITIES

The primary duties and responsibilities are to:

- Lead grant administration
- Organize Maternal Mortality and Morbidity Committee routine meetings and lead routine team meetings
- Provide review of case narratives and support case abstractions from a mental health / social work perspective
- Develop and implement a strategy to encourage the use of M3RC recommendations
- Develop concept and fundraise for family/support system component of the M3RC
- Matrix manage work of project assistant to obtain records and administratively support M3RC meetings
- Manage maternal death case abstractors
- Produce donor and NYS DOH reports
- Develop and implement project dissemination strategy
- Present findings at conferences and meetings
- Participate in core national ERASE MM and related meetings

- Other duties as assigned

QUALIFICATIONS

EDUCATION, EXPERIENCE & CERTIFICATIONS:

- Graduate degree in public health, some experience in mental health or social work areas preferred
- Experience in coordinating large, multi-disciplinary committee meetings, with experience leading maternal mortality review meetings preferred

KNOWLEDGE, SKILLS AND ABILITIES:

- Graduate degree in public health, or a related field
- Exceptional organizational, communication and teamwork skills
- Good understanding of maternal health and health equity issues in NYC
- Proven writing skills with ability to synthesize information into succinct, readable reports and presentation; experience in creating infographics preferred
- Proven project management and organizational skills
- Comfort in working in a fast-paced environment

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. 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.