

Project Coordinator

Public Health Association of New York City (PHANYC), *Agenda for a Healthy New York*

The Public Health Association of New York City (PHANYC) seeks a Project Coordinator for its *Agenda for a Healthy New York* project. The Project Coordinator is responsible for coordination of activities related to the PHANYC *Agenda for a Healthy New York (AHNY)* project. The Project Coordinator position is Part Time (15-25 hours/week), and funded by a one-year grant from The New York Community Trust.

The responsibilities of the coordinator include: assistance in building and maintaining the *AHNY* infrastructure within PHANYC; coordinating the work of PHANYC members and others who are developing and implementing the Agenda activities; writing and editing documents related to the Agenda; supervision of interns and volunteers working on Agenda projects; organizing and managing events to promote and mechanisms for disseminating information about and helping to develop the coalitions and networks that can support the Agenda in the long term. The position requires travel throughout the metropolitan New York area.

The Project Coordinator reports to the Executive Director, who provides the direct administrative and organizational supervision for the *AHNY* project. Scientific and technical supervision for the *AHNY* project is provided by Co-Chairs of the PHANYC Task Force on Agenda for a Healthy New York. The Project Coordinator's office will be located primarily at Hunter College, with regular traveling to the PHANYC headquarters in upper Manhattan.

This part-time consultant position pays \$20-\$25 per hour, depending on experience and qualifications.

The *Agenda for a Healthy New York* is a grant-funded project of the Public Health Association of New York (PHANYC). It seeks to develop comprehensive public health policy goals that will improve the public health infrastructure of New York and the health of New Yorkers by 2010. The objectives of the *Agenda* are to encourage dialogue on identified public health policy issues in the 2005 New York City and 2006 New York State elections; to bring together NYC service providers, researchers, and advocates from different sectors who share a commitment to improved health; and to build PHANYC as an independent voice for public health.

Project Coordinator responsibilities include:

- Coordination, organization and management of *AHNY* Community Forums;
- Administration and infrastructure building and organizational assistance;
- Assistance in writing, editing and producing documents, including website maintenance on *AHNY* activities;
- In coordination with the Executive Director and *AHNY* Co-Chairs, development of coalitions and networks with other organizations in support of Agenda objectives;
- Promotion of PHANYC within Agenda activities;
- Coordination and support for Task Force Work Groups;
- Supervision of interns and volunteers working on Agenda projects
- Other responsibilities, including administrative and organizational tasks, related to Agenda as deemed appropriate.

Qualifications for Project Coordinator candidate include:

- An MPA, MPH or equivalent education in public sector management, preferably in public health or health services. Graduate students currently pursuing degrees are welcome.
- Strong organizational, coordination, administrative management, and writing skills, including database building and maintenance;
- Proficiency in word and excel programs, and working knowledge of access and powerpoint;
- Experience and knowledge of website maintenance and building, a plus;
- A familiarity with the public health system in New York City;
- Experience working in professional, advocacy or political arenas.

Please send resume, short writing sample, and names and contact information for 3 references by **March 1, 2005** to: Professor Nicholas Freudenberg, Hunter College, Chair, PHANYC Search Committee, at nfreuden@hunter.cuny.edu and Amy J. Schwartz, PHANYC Executive Director at info@phanyc.org.