



**Job Title:** Food Supplier Internship

**Organization:** NYC Department of Health and Mental Hygiene –  
**Nutrition Strategy Program**

**Position Reports to:** Project Coordinator

The **Nutrition Strategy Program** at the New York City Department of Health develops new models for serving healthful food in a range of venues, including but not limited to schools, hospitals, and restaurants. Leading the National Salt Reduction Initiative and developing innovative approaches to improving the food environment, such as the New York City Food Standards, are a key part of the program's activities.

Position Description:

The Nutrition Strategy Program is seeking an intern to assist with the data collection and entry as part of a nutrition project. DOHMH has pioneered innovative work on trans fat and calorie labeling. This is an opportunity to work on groundbreaking food and nutrition policy that serves as a model for public health policy nationwide. Health Department internships are an excellent way to develop public health policy skills and work on projects that are applicable to job opportunities in the future.

Interns have the opportunity to attend other Health Department talks and lectures, including Chronic Disease Grand Rounds and Epidemiology Grand Rounds.

Responsibilities:

- Record Nutrition Facts panel information.
- Enter data into database based on detailed protocol.
- Search websites for data.
- Contact company customer service lines.
- Perform basic electronic file management (print, PDF, save documents on server, etc.).

Qualifications & Requirements:

- Candidate must be enrolled in undergraduate or graduate program.
- Solid organizational skills with keen attention to detail.
- Strong communication skills.
- Preferred: data entry experience and/or familiarity with MS Excel
- Interest in nutrition, public policy or public health desirable.
- Candidate should be available to work at least 14 hours per week at Health Department's main office in Queens.

**TO APPLY:**

To apply, send Resume, with Cover Letter to Kate at [cduchowny@health.nyc.gov](mailto:cduchowny@health.nyc.gov) "**Position Title\_your name**" in subject line.