

Job Summary:

The New York City Department of Health and Mental Hygiene's Bureau of Chronic Disease Prevention and Tobacco Control spearheads programs and initiatives to reduce the burden of chronic diseases by addressing underlying risk factors, such as poor nutrition, physical inactivity and tobacco use.

The Bureau of Chronic Disease Prevention and Tobacco Control seeks a motivated and dynamic Special Assistant to provide high-level support to the Bureau's Assistant Commissioner. With latitude for independent judgment and decision-making, the Special Assistant will monitor the capacity of programs to meet project goals and objectives; prepare the Assistant Commissioner for internal and external meetings; and prepare reports as appropriate.

The ideal candidate should be able to work in a fast-paced environment, effectively manage initiatives and multiple projects simultaneously, think critically, digest and interpret information quickly as well as have excellent communication and writing skills in this highly visible role.

Responsibilities include:

- Plan for upcoming meetings by preparing the agenda and necessary supporting materials; attend meetings with the Assistant Commissioner to provide a record of the discussion, decisions made, next steps and follow-up items. Distribute follow-up items and delegate tasks to Bureau staff or others, as needed;
- Develop presentations, talking points or one-pagers, write letters, design and produce routine and special reports as well as other materials;
- Disseminate information and serve as liaison between the Assistant Commissioner and the Bureau's programs and others to assist with troubleshooting and provide advice on programmatic matters; includes coordinating with staff to ensure timely completion of follow-up items and compiling information for agency and City reports;
- Determine potential collaborations between programs and ensure Bureau work is coordinated and activities are aligned with Bureau goals;
- Monitor and track tasks, deliverables and deadlines for the Assistant Commissioner;
- Conduct research to support policy positions and new initiatives, including literature reviews, and evaluation of topic-specific programmatic approaches and interventions; conduct background research and prepare proposals for new programs;
- Initiate special projects as requested by the Assistant Commissioner.

Preferred Skills:

Strong organizational and project-management skills

Outstanding written and oral communication skills

Proficiency in Microsoft applications

Education Requirements:

Master's in Public Health, Master's in Public Administration, or similar degree