

Stellar Farmers' Markets
Healthy Eating & Active Living Unit
New York City Department of Health & Mental Hygiene
Data Enterer

GENERAL RESPONSIBILITIES:

The Healthy Eating & Active Living Unit within the New York City Department of Health and Mental Hygiene, Bureau of Chronic Disease Prevention and Tobacco Control, is looking to hire a part-time consultant to support the evaluation efforts of the Stellar Farmers' Market Program. The Stellar Farmers' Market program provides nutrition education workshops and cooking demonstrations to Supplemental Nutrition Assistance Program (SNAP) eligible populations at select farmers' markets in NYC. The Data Enterer will be responsible for the entry and periodic reporting of all survey data from program participants. This position is part-time and seasonal: consultants will be required to attend a 5 day training from June 23 – 27, 2014, and commit to working a minimum of 2 days per week (8 hours/day) from July – December, 2014.

DUTIES:

Duties will include, but are not limited to:

- Enter data from nutrition workshop participant surveys into Microsoft Access databases
- Organize, maintain and file entered surveys into file cabinet
- Identify and correct data entry errors as noted by program staff
- Meet quarterly reporting deadlines.

PREFERRED SKILLS:

- Proficiency in Excel, MS Word, MS Access, MS Power Point, MS Publisher.
- Excellent communication and interpersonal skills
- High attention to detail
- Ability to coordinate and prioritize among several tasks
- Knowledge of Spanish preferred but not required

*If interested, opportunities for more involvement in the field may be available. Please indicate this interest in the cover letter.

FOR MORE INFORMATION:

Please send a resume and cover letter to:

Beth Bainbridge, Program Coordinator, Stellar Farmers' Market Program: bbainbridge@health.nyc.gov