

The 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 aims to reduce the leading causes of preventable deaths through innovative environmental and systems changes and groundbreaking policies that promote healthy eating, physical activity, and tobacco control. The Bureau, which is part of the Division of Prevention and Primary Care, achieves its goals through implementing neighborhood and population-level programs with an emphasis on policy, systems and environmental changes, especially those that promote healthy choices.

JOB DESCRIPTION

Under the guidance of the Director of Policy, the Senior Policy Analyst will provide critical support and guidance for chronic disease policy efforts. The Analyst will identify, research, and analyze strategies employed in chronic disease prevention.

Key Responsibilities include:

- Contribute and develop content area knowledge and expertise to inform the creation of new, innovative nutrition and chronic disease policy approaches.
- Collaborate with research team on research needs to inform future nutrition and chronic disease policy development and to evaluate policy impact.
- Provide critical analysis of nutritional information to inform policy development, and/or make recommendations on state and federal nutrition programs, as needed.
- Provide analysis of legal and regulatory landscape, in context of national and international efforts.
- Collaborate with communications team on the development of nutrition education materials as needed.
- Provide nutrition technical assistance, as needed, to the other bureau units.
- Conduct literature reviews and critically review and analyze peer-reviewed literature in relation to policy proposals.
- Conduct key informant interviews and in-depth research to inform agency decision making.
- Develop presentations, memos and briefing materials for agency and external audiences.
- Monitor international and national nutrition initiatives, and develop deep understanding of key NYC surveillance data.

Desired Skills and Experience

- Master's degree in nutrition or public health; nutrition experience and/or clinical degree preferred;
- 5+ years of related experience;
- Excellent written and oral communication skills;
- Excellent organizational skills and detail orientation;
- Professional and collaborative demeanor when liaising with other program staff; and
- Familiarity with peer-reviewed literature.