

**Nutrition Education Program
Healthy Eating Initiative
New York City Department of Health & Mental Hygiene
Data Enterer**

GENERAL RESPONSIBILITIES:

The Healthy Eating Initiative within the New York City Department of Health and Mental Hygiene's Bureau of Chronic Disease Prevention and Tobacco Control is seeking a Data Enterer to support the evaluation efforts of seasonal nutrition education programming that takes place at farmers' markets and at child care centers across NYC. The Data Enterer will be responsible for ongoing management of data obtained in the field from program participants. This paid position is part-time and seasonal to coincide with the region's growing season (June-November 2015.) The selected consultant will be required to attend a 5-day training from **June 22 – 29, 2015**, and **commit to 2 days per week from mid-July through mid-November 2015.**

DUTIES:

Duties will include, but are not limited to:

- Enter data from nutrition workshop participant surveys and timesheets into MS Access and MS Excel databases
- Organize, maintain and store surveys
- Identify and correct data entry errors as noted by program staff
- Meet monthly reporting deadlines

REQUIRED SKILLS:

- Proficiency in MS Excel, MS Word, MS Access, MS Power Point.
- Excellent communication and interpersonal skills
- High attention to detail
- Ability to coordinate and prioritize among several tasks

Interested candidates should send resume and cover letter to Jenna Larsen, Project Coordinator, Nutrition Education Programs at jlarsen2@health.nyc.gov.