

Fund for Public Health in New York

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- Job Title:** Nutrition Project Coordinator
- Organization:** Fund for Public Health in New York - NYC Department of Health and Mental Hygiene – Division of Prevention and Primary Care
- Position Reports to:** Nutrition Technical Advisor, Bureau of Chronic Disease Prevention and Tobacco Control

The Fund for Public Health in New York, Inc. (FPHNY) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNY implements programs to address pressing public health needs, fosters private sector support to enhance health and health care, and helps educate the public regarding the protection of individual, family and community health.

PROGRAM OVERVIEW

The Healthy Eating unit at DOHMH develops new models for encouraging healthy eating through education and strategies directed at a range of venues, such as schools, hospitals, and restaurants. Key programmatic activities include developing and leading the National Salt Reduction Initiative, MenuStat, NYC Food Standards, and Good Choice.

This position will be housed within the Bureau of Chronic Disease Prevention and Tobacco Control, which is in the DOHMH's Division of Prevention and Primary Care. The Bureau spearheads programs and initiatives to reduce the burden of chronic diseases and to address the underlying risk factors that lead to them, such as poor nutrition, physical inactivity and tobacco use. The Bureau promotes healthful environment and systems changes in the food and physical environment and develops programs that promote physical activity, healthy eating and smoking cessation. The Bureau also develops innovative strategies to convey critical health messages to the public. **This is a grant opportunity through September 29, 2016; the position is contingent upon the availability of federal funding and successful annual reapplication for continued funding.**

POSITION OVERVIEW:

Reporting to the Nutrition Technical Advisor, the Nutrition Project Coordinator will be a key team member in supporting the development and execution of innovative approaches to changing the food environment.

RESPONSIBILITIES:

- Support work with sites, including hospitals, senior centers, and community organizations adopting the NYC Food Standards
- Perform nutrition menu and product analysis
- Conduct product review and research as needed
- Keep abreast and report on current academic research on nutrition and diet related diseases (e.g. cardiovascular disease and diabetes)
- Perform other duties as assigned

QUALIFICATIONS:

- Bachelor's degree in nutrition or related field from a recognized college or university; Registered Dietitian, RD eligible, or strong nutrition background strongly preferred
- Excellent attention to detail, organizational skills, and follow through
- Superior writing skills and the ability to communicate effectively
- Knowledge of and proficiency in the Microsoft Suite, including PowerPoint and Excel, and Nutribase

SALARY AND BENEFITS:

FPHNY offers a comprehensive benefits package. The salary range for this position is commensurate with experience and is dependent upon experience and salary history.

TO APPLY:

To apply, send Resume, with Cover Letter including current salary or most recent salary to: publichealthjobs@fphny.org indicating "Nutrition Project Coordinator_your name" in subject line.

The Fund for Public Health in New York, Inc., is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.