

PROGRAM ASSISTANT

The New York State Health Foundation (NYSHealth) seeks a Program Assistant to directly support the Vice President for Programs as well as the Empowering Health Care Consumers and Special Projects Fund program teams.

NYSHealth Background:

The New York State Health Foundation (NYSHealth) is a private foundation dedicated to improving the health of all New Yorkers, especially the most vulnerable. NYSHealth began operations in 2006; today, it has approximately \$300 million in assets, a \$15 million annual grants and operations budget, and a staff of 23.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Healthy Food, Healthy Lives and Empowering Health Care Consumers. NYSHealth also engages in responsive grantmaking through a Special Projects Fund and maintains a special interest in veterans' health.

Position Overview:

The Program Assistant provides direct administrative support to the Vice President for Programs, as well as program support for the Empowering Health Care Consumers and Special Projects Fund priority area teams.

Duties will include, but not be limited to: providing administrative support to the Vice President for Programs and general administrative support to the program teams; assisting with grant development, review, and management; conducting literature review searches and background research; assisting in the preparation of presentations and publications; event planning and preparation; communicating with grantees; and responding to general inquiries.

The position offers an excellent opportunity for the successful candidate to learn how the health system operates and about the role of philanthropy in New York State and the United States. NYSHealth is committed to mentoring and providing learning opportunities.

Responsibilities:

The Program Assistant will be responsible for:

- Performing administrative duties, such as:
 - scheduling and planning internal and external meetings and conferences;
 - assembling meeting materials;

- assisting with production of materials for NYSHealth Board of Directors meetings;
- scheduling and booking travel for the Vice President (Note: NYSHealth travel is currently suspended because of the ongoing pandemic. When travel restrictions are lifted and it is safe to do so, travel will resume);
- answering phone calls for the Vice President and periodically handling general phone calls coming into the main Foundation line; and
- copying and mailings.
- Helping grantees with general questions or routing them to the right person for information.
- Tracking and monitoring status of projects in multiple grant portfolios.
- Interacting and coordinating with the grants management department and ensuring grantee materials are filed appropriately.
- Working with the communications department and contributing to the NYSHealth website by drafting relevant grantee materials and resources.
- Responding to public inquiries about program directions and the application process.
- Conducting research on New York-focused and national health care issues and organizations, as well as research on subjects of particular interest to the Foundation.
- Assisting in the preparation of oral presentations/speeches, policy reports, and peer-reviewed publications, including graphics and charts.
- Completing grant outcome reports and other grant summaries.
- Contributing to NYSHealth's strategic planning and advocacy activities.
- Attending local, regional, or national conferences on subjects of particular interest to the Foundation.
- Performing other duties as assigned.

Required Experience and Qualifications:

The Program Assistant must have a Bachelor's degree. Academic and/or work experience should demonstrate program/project coordination. Coursework in public health, health policy, public policy, public affairs, or public administration are a plus.

1–2 years work experience in a professional office is preferred.

Other qualifications include:

- Superb project management and organizational skills.
- Attention to detail and follow-through ability, including management of paper flow and time.
- Strong analytical abilities, including clear judgment and creative thinking.
- Strong writing skills.
- Excellent computer skills, including facility with multiple software packages such as Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook).

- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management.
- Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures.

The Program Assistant reports to the Vice President for Programs and will also work closely with other program, communications, policy and research, and grants management staff.

Application Process:

Candidates are encouraged to describe their skill sets and experience in light of the above qualifications.

NYSHealth offers a competitive package of benefits, including employer-paid health insurance; dental, vision, and life insurance; and employer contribution to a 403b retirement account.

The salary range for this position is \$45,000–55,000, depending on experience and qualifications.

This position will be based at the Foundation’s New York City office, although all staff are currently working remotely.

Send résumé and statement of interest to HR@nyshealth.org and include “Program Assistant” in the subject line.

The New York State Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.