

## **SPECIAL PROJECTS FUND INTERN (GRADUATE-LEVEL) JOB DESCRIPTION**

### **NYHealth Background:**

The New York Health Foundation (NYHealth) is a private and independent foundation dedicated to improving the health of all New Yorkers. NYHealth began operations in 2006; today, it has approximately \$320 million in assets, as well as a \$16 million annual grants and operations budget.

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 three program areas: Empowering Health Care Consumers; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

The Special Projects Fund (SPF) is a \$3 million annual funding opportunity that allows NYHealth to respond to opportunities that fit the organization's mission but fall outside the Foundation's priority areas. SPF allows NYHealth to be responsive to the changing health care environment by supporting innovative ideas that emerge from the community. SPF is reserved for coordinated interventions that advance NYHealth's broad mission and have promise to measurably improve New Yorkers' health and wellbeing.

### **Position Summary:**

The Special Projects Fund intern will work closely with the Special Projects Fund program officer and program assistant. This position is ideal for graduate-level students who are interested in learning about public interventions and community strategies that improve health equity and access. Additionally, this position offers interns exposure to health care philanthropy.

The internship will run from October 2022 through June 2023. This is a part-time position (15–18 hours per week). The hourly compensation rate is \$18. The work schedule is flexible.

This position is hybrid remote/in-person at the Foundation's New York City office, with at least two days per week expected in the office. Proof of full COVID-19 vaccination is required for employment.

### **Responsibilities:**

Specific responsibilities are as follows:

- Facilitate and coordinate letters of inquiry for internal staff review on a weekly basis;
- Work with the Grants Management Department to facilitate the submission of full proposals from potential applicants;
- Plan and coordinate proposal review meetings with NYHealth staff and external reviewers;
- Participate in the review and recommendation of projects for Board approval;
- Respond to inquiries from potential applicants;
- Assist with monitoring and managing grants portfolio;
- Assist with organizing meetings and other events;

- Conduct research on New York-focused and national health care issues, as well as subjects of particular interest to the Foundation; and
- Perform limited administrative work.

**Qualifications:**

The prospective intern should be a graduate-level student pursuing a degree in public health, health policy, or a related field. This position is ideal for students who are interested in learning about health care philanthropy, public health interventions, and management of health programs. The successful candidate will have a strong commitment to NYHealth’s mission and should possess excellent writing, research, communication, and database management skills. Additionally, the candidate must have the ability to multitask and to work both cooperatively and autonomously under tight deadlines. Experience in public health and health policy is preferred. NYHealth is committed to making the internship a learning experience by providing opportunities for the intern to participate in meetings that are appropriate for career development.

Please send a cover letter and resume to [internships@nyhealthfoundation.org](mailto:internships@nyhealthfoundation.org) and include “Special Projects Fund Intern” in the subject line. **The deadline for submission is September 23, 2022.**

*The New York Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Individuals from historically marginalized populations are encouraged to apply. 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.*