

PROGRAM ASSISTANT

NYHealth seeks a Program Assistant to directly support our Special Projects Fund and Primary Care program teams. In this role, the candidate will join a dedicated staff in a collegial atmosphere and work with grantees and partners to advance and strengthen New York State's health systems.

NYHealth Background:

The New York Health Foundation (NYHealth) is a private and independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$325 million in assets and a \$16 million annual grants and operations budget.

NYHealth is committed to making grants and 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 on three priority areas: Primary Care; Healthy Food, Healthy Lives; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

NYHealth launched its [Primary Care](#) priority area in 2023. The program has three core strategies: (1) expanding primary care access, (2) advancing racial health equity through primary care, and (3) strengthening the community health worker and medical assistant workforces.

The [Special Projects Fund \(SPF\)](#) 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 public health and health care environment by supporting innovative ideas that emerge from the community.

Position Overview:

The Program Assistant provides administrative and programmatic support to the Special Projects Fund and Primary Care teams. They will be a core member of both program teams, working in close collaboration with three Program Officers and the Vice President of Programs, as well as with other program, communications, policy and research, and grants management staff. They will divide their time between the two teams.

The position offers an excellent opportunity for the successful candidate to learn about New York's health care and public health systems and about the role philanthropy plays across sectors. As part of the Foundation's activist philanthropy model, the Program Assistant will have the opportunity to help organize and facilitate convenings and contribute to external publications. NYHealth is committed to mentoring and providing learning opportunities for staff.

Reports to: Vice President of Programs

Responsibilities:

- Perform administrative duties, such as: scheduling and planning internal and external meetings and conferences; preparing, assembling, copying, and mailing meeting materials; and periodically handling general phone calls coming into the main Foundation line.
- Collaborate with Program Officers to implement all stages of request for proposals (RFP) funding opportunities, including RFP development, grant application review, recommendations, response to public inquiries about program eligibility and the application process, and communication with applicants.
- Track and monitor status of projects in the two grant portfolios, including participating in regular meetings with grantees, communicating with grantees about general questions and updates, reviewing grantee reports, and completing grant outcome reports and other grant summaries.
- Coordinate with the grants management department to ensure that grantee materials are filed appropriately, including facilitating communication between grantees and NYHealth staff.
- In partnership with the Foundation’s communications department, contribute to the NYHealth website and other public-facing materials by drafting materials and resources to highlight and amplify grantee projects.
- In partnership with the Foundation’s policy and research team, assist with literature review searches, landscape scans, and background research on health care and public health issues and organizations focused on priority topics of interest to the Foundation.
- Assist in the preparation of stakeholder convenings, oral presentations/remarks, policy reports, and peer-reviewed publications.
- Contribute to NYHealth’s strategic planning and advocacy activities.
- Attend local, regional, or national conferences on subjects of particular interest to the Foundation.
- Perform other duties as assigned, including periodic special projects for the Vice President of Programs and other program team members.

Required Experience and Qualifications:

A bachelor’s degree and 1–2 years of work experience in a professional office is preferred. Candidates with equivalent experience will be considered. Academic and/or work experience should demonstrate program/project coordination skills. Coursework in public health, health policy, public policy, public affairs, public administration, or social work is a plus.

Other qualifications include:

- Superb project management and organizational skills.
- Strong writing skills.
- Attention to detail and follow-through ability, including management of time and document flow.
- Strong analytical abilities, including clear judgment and creative thinking.
- A demonstrated commitment and contribution to fostering and advancing equity, diversity, and inclusion.

- 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. Works well with and welcomes opportunities to work across diverse cultures.

Application Process:

Send résumé and statement of interest to HR@nyhealthfoundation.org and include “Program Assistant” in the subject line. The statement of interest should describe your skill set and experience in light of the above qualifications.

NYHealth offers a generous package of benefits, including employer-paid health insurance; dental, vision, and life insurance; employer contribution to a 403(b) retirement account; professional development and tuition assistance; flexible spending account (FSA); and wellness and commuting benefits, among others.

The salary range for this position is \$55,000–65,000 depending on experience and qualifications. This position is hybrid remote/in-person at the Foundation’s New York City office, currently with two days per week (Tuesdays and Wednesdays) expected in the office.

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.