



NEW YORK HEALTH FOUNDATION: *Improving the state of New York's health*

CUNY SPH-NYHealth SUMMER INTERN, GRANT PROGRAMS 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, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$300 million in assets and a \$15 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: Healthy Food, Healthy Lives; Primary Care; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

Position Summary:

The CUNY Graduate School of Public Health and Health Policy (CUNY SPH) summer intern at NYHealth will work primarily with the Foundation's Program team, including the Vice President of Programs, Program Officers, and Program Assistants. The Program team is responsible for developing, reviewing, and managing grants that further the Foundation's priority areas listed above. The intern will also collaborate with staff from the Foundation's Policy & Research, Communications, and Grants Management teams.

Over the course of the summer, the intern will contribute to the Foundation's work to help shape future grantmaking through research and planning, contribute to written materials that advance program strategies through media and policy forums, and attend meetings with stakeholders. The intern will also have the opportunity to work on a fieldwork project, if applicable, aligned with the Foundation's priority areas—to be developed collaboratively by the intern and the NYHealth Program team. This position is ideal for graduate-level students interested in learning about programmatic and policy solutions in the Foundation's priority areas. It also offers interns exposure to the field of health philanthropy.

The internship will be up to, but no more than, 35 hours per week and 10 weeks long. The internship is projected to run from the end of May 2025 through the end of July 2025. **This timeline, internship duration, and time commitment per week can be adjusted based on the intern's academic and professional schedule and the Foundation's needs.** This position is hybrid (remote/in-person at the Foundation's Manhattan office), currently with two days per week (Tuesdays and Wednesdays) expected in the office. The hourly compensation rate is \$20. The intern will also receive a 32-ride subway transit card (\$94).

Responsibilities:

The intern will undertake various activities over the summer to advance the Foundation's work, such as:

- Conducting literature reviews on health policy and public health issues (e.g., food is medicine, telehealth, veteran suicide prevention, migrant health) aligned with the Foundation's priority areas.
- Analyzing past grantmaking of NYHealth and peer funders through scans, interviews, and other collection methods.
- Supporting the development of publications and presentations (e.g., op-eds, conference presentations, webinars, public comments, public testimonies to City Council).
- Participating in grant review and drafting of recommendations for Board approval.
- Completing a fieldwork project, if applicable, aligned with the Foundation's priority areas and CUNY SPH's fieldwork requirements. (This fieldwork project will be developed collaboratively by the intern and NYHealth's Program team.)
- Taking on other programmatic and some administrative activities as appropriate.

NYHealth is committed to making the internship a positive experience to further an intern's learning and professional development. The Foundation will provide opportunities for the intern to participate in local site visits with grantees and partners; other meetings and conferences; and mentorship and networking events.

Qualifications:

NYHealth seeks a graduate-level student pursuing a master's degree in public health, health policy, or a related field at the CUNY Graduate School of Public Health and Health Policy. This position is ideal for students who are interested in learning about philanthropy; public health and health care; and policies and programs designed to advance NYHealth's strategies related to healthy food, primary care, veterans' health, and other signature initiatives.

The successful candidate will have a strong commitment to NYHealth's mission and be curious about health policy and public health issues. They should have excellent writing, research, communication, and database management skills. They should also have strong attention to detail, be able to multitask, and be able to work both cooperatively and independently under tight deadlines.

Please send a cover letter and resumé to internships@nyhealthfoundation.org and include "Summer Program Intern" in the subject line. In the cover letter, please describe your areas of interest aligned with the Foundation's priority areas, state your preferred time commitment for the summer internship, and (if applicable) confirm that you are eligible to register for fieldwork with CUNY SPH in the summer 2025 term. Resumés will be reviewed on a rolling basis in February and March 2025.

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.