

Executive Assistant to the Executive Office

The Fund for Public Health in New York City (FPHNYC) 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), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

POSITION OVERVIEW

The Executive Assistant will provide high-level administrative support to the Executive Director and Deputy Director, as well as providing some support to the Communications Manager

RESPONSIBILITIES

In support of the Executive Director

- Serve as initial contact/resource person for the Executive Director's office. Ensure timely communication with all partners within DOHMH offices and other City agencies, as well as donors and prospects, contractors, community-based organizations, elected officials and state and federal organizations.
- Proactively manage the office of the Executive Director (ED) including answering and screening calls, managing the ED's calendar, scheduling internal and external meetings and arranging travel.
- Support organization of meetings, as needed, and travel for the Senior Management Team.
- Attend key meetings, prepare agendas, take minutes and facilitate meeting follow-up.
- Coordinate quarterly Board of Directors meetings, including preparation of reports, collating of documents, distribution of Board packets, ordering catering, and taking Board minutes.
- Review and analyze public health literature such as reports, briefs, and articles on a wide range of topics in order to advise the Executive Director and Development Staff; research/write documents and conduct special studies on public health topics as assigned
- Create and develop visual presentations, speeches, promotional materials, and other presentation materials for the Executive Director.
- Coordinate event planning and implementation, including venue selection, invitation development and distribution, logistical planning and staff events.

- Compose, distribute and file organization correspondence.
- Maintain Board minute book, ED contacts, and other vital organizational documents and databases, as directed.
- Coordinate the signing, sending and processing of all documents requiring the authorization of the Executive Director's office.
- Work independently, and within a team, on special short and long-term projects, which may include planning and coordinating multiple presentations, disseminating information, and organizing organization-wide events.
- Assist in management of systems which track the work of organization.
- Support teams (pre & post award) related to projects as needed.
- As new projects are developed (i.e. Individual donor fundraising, communications or social media outreach plan), Executive Assistant may play key role which will include many of the following tasks
 - i. Manage ED and other staff or volunteers regarding outreach and meetings with prospective partners. Where necessary, arrange travel.
 - ii. Develop work plan timelines and coordinate the implementation of tasks.
 - iii. Support organization of meetings.
 - iv. Coordinate and prepare reports and/or packets for designated parties (ie Board of Directors, other key connectors). Create and develop visual presentations, speeches, promotional materials, and other presentation materials for the Executive Director.
 - v. Draft and in some cases, edit collateral materials.
 - vi. Coordinate event planning and implementation, including venue selection, invitation development and distribution, logistical planning and staff actual event.

In support of the Deputy Director

- Manage the office of the Deputy Director including answering and screening calls, managing the Deputy Director's calendar, scheduling internal and external meetings and arranging travel.
- Provide administrative support in scheduling, documenting and following-up from meetings.
- Play a support role in communications and social media outreach work. (one of the responsibilities of the Deputy Director), which will include, but not be limited to coordinating website updates, posting to social media, research for articles and blogs and other duties as assigned.
- Perform any other organization related duty or project as assigned.

QUALIFICATIONS

- BA/BS degree required.
- Interest in Public Health strong desired
- Proficiency in using Microsoft Word, Excel, PowerPoint, and Access.

- Proficiency in Visio and report running in Raiser's Edge a plus.
- A self-starter with good judgment, patience, and the ability to work in a fast-paced environment and manage multiple tasks.
- Outstanding oral and written communication.
- Excellent research and analytical skills.
- Meticulous attention to detail.
- Strong interpersonal skills.
- Strong customer service ethic, professionalism, and a positive attitude.
- Ability to adapt quickly to changing needs and priorities.
- Strong project management and problem solving skills.
- Discretion with sensitive, confidential information.
- Strong computer skills (MS Office, particularly Word, Excel, Power Point, Visio and Outlook).
- Ability to function as a team player coordinating input, direction, and expertise from multiple sources and across multiple technical areas.
- Broad-based knowledge of or interest in public health issues.
- Flexibility, on occasion, with evenings and willingness to travel around the 5 NYC boroughs preferred.

SALARY AND BENEFITS

FPHNYC offers a comprehensive benefits package with a strong work life balance. The salary range for this position is commensurate with experience.

TO APPLY:

Please send Resume, with Cover Letter, including how your experience/goals relates to this position and required salary to publichealthjobs@fphnyc.org indicating "**Executive Assistant_ your name**" in subject line.

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