

## **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 \$280 million in assets, a \$15 million annual grants and operations budget, and a staff of 20.

The Foundation is committed to making grants, but also to making a difference beyond our 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 our grantees and partners. Today, the Foundation concentrates its initiatives in two strategic priority areas: Empowering Health Care Consumers and Building Healthy Communities. It also engages in responsive grantmaking through its 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 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 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 American society. NYSHealth is committed to mentoring and providing learning opportunities.

### **Responsibilities:**

The Program Assistant will be responsible for:

- Performing administrative duties, such as:
  - scheduling and booking travel for the Vice President;
  - answering phone calls for the Vice President and periodically handling general phone calls coming into the main Foundation line;

- copying and mailings;
  - assisting with production of materials for NYSHealth Board of Directors meetings;
  - scheduling and planning internal and external meetings and conferences; and
  - assembling meeting materials.
- 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 with the grants management department and ensuring grantee materials are filed appropriately.
  - Working with our 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, as well as 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.
  - 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 and a strong academic record. Academic and/or work experience should demonstrate program/project coordination, management, and/or evaluation. Coursework in public health, health policy, public policy, public affairs, or public administration are a plus.

Previous work experience in a professional office is required.

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 and editorial 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.

- Demonstrated maturity and seasoned judgment. Ability to make decisions, justify recommendations, and be responsive and clear with Foundation applicants.

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

**Application Process:**

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

Send résumé, statement of interest, and salary expectations to [HR@nyshealth.org](mailto:HR@nyshealth.org) and include “Program Assistant” in the subject line.

*The New York State Health Foundation is an equal opportunity employer 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.*