

SPECIAL PROJECTS FUND INTERN (GRADUATE-LEVEL) JOB DESCRIPTION

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 \$295 million in assets, a \$15 million annual grants and operations budget, and a staff of 21.

In order to have a tangible impact, most of the Foundation's grantmaking is focused on two priority areas: empowering health care consumers and building healthy communities. Additionally, it has a focus area on veterans' health.

The Foundation also offers grants through its Special Projects Fund (SPF), a \$3 million annual funding opportunity that allows NYSHealth to respond to opportunities that fit the organization's mission, but fall outside the Foundation's two priority areas. SPF also serves as an opportunity to be responsive to the changing health care environment, especially to innovative ideas that emerge from the health field. SPF is reserved for coordinated interventions that advance NYSHealth's broad mission and have promise to measurably improve New Yorkers' health.

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 health interventions and the development of health programs. In addition, this position will expose students to the field of health care philanthropy.

This is a part-time position (15–18 hours per week). Preference will be given to students who can commit to a full year (September 2017–August 2018); however, applications will be accepted from students who can only commit to an academic year (September–June). The hourly compensation rate is \$15. The work schedule is flexible.

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 NYSHealth 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 NYSHealth’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. NYSHealth 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 HR@nyshealth.org and include “Special Projects Fund Intern” 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.