

Job Title: **CPPW Food Policy Technical Assistance Coordinator**
Organization: Fund for Public Health in New York, Inc.
Position Reports to: Director, Communities Putting Prevention to Work (CPPW) Mentoring Project Director
Salary: Commensurate with experience

The Fund for Public Health in New York (FPHNY) seeks a CPPW Food Policy Technical Assistance Coordinator in anticipation of an 18-month funding opportunity from the Centers for Disease Control and Prevention (CDC). Managed by the Bureau of Chronic Disease Prevention and Control in the NYC Department of Health and Mental Hygiene (DOHMH), this new grant will provide funding for DOHMH to mentor other municipalities around the country on the groundbreaking obesity, nutrition, physical activity and tobacco control strategies that have been spearheaded by NYC. This funding is a supplement to existing CDC Communities Putting Prevention to Work (CPPW) Obesity and Tobacco Initiative grants currently administered by FPHNY for DOHMH.

The Food Policy Technical Assistance Coordinator would report to CPPW Mentoring Project Director, Bureau of Chronic Disease Prevention and Control.

The Bureau of Chronic Disease Prevention and Control spearheads programs and policy initiatives to reduce the burden of heart disease, cancer, and diabetes and to address underlying risk factors for disease, such as obesity. The Bureau promotes healthful changes in the food and physical environment, works with physicians to promote best practices for chronic disease prevention and care, and manages a hemoglobin A1C registry to improve diabetes management. Recent key initiatives spearheaded by the Bureau include: trans fat restrictions and calorie posting regulations, the Green Cart vending program, NYC Food Procurement Standards, and nutrition requirements and physical activity training for daycare, pre-K and elementary school staff.

POSITION OVERVIEW:

Reporting to the Mentoring Project Director, the Food Policy Technical Assistance Coordinator will coordinate two food policy mentoring activities: one focused on supporting other municipalities' efforts to implement a trans fat restriction similar to NYC's and another focused on helping school districts across the country improve the quality of the food they serve. This person will coordinate the development of resource materials (fact sheets, tools and background materials) for both trans fat and school food activities, serve as the primary contact for mentored health departments for both activities, coordinate one-on-one technical assistance on trans fat restrictions, and work closely with a contracted agency to develop and manage two school food meetings for mentored communities. In addition, the Coordinator will update the Trans Fat Help Center website, which provides technical assistance to restaurants who want to replace artificial trans fat in their food.

RESPONSIBILITIES

Responsibilities will include but will not be limited to:

- Serve as primary contact for mentored communities in the provision of the trans fat and school food consultative support
- Coordinate outreach to mentored communities for contracted technical assistance agency
- Create materials, including written materials and online resources, on both trans fat and school food
- Working closely with the Director of the Mentoring Project, provide one-on-one technical assistance to mentored municipalities on trans fat restriction
- Organize conference calls and webinars with mentored communities and various mentoring partners
- Update technical information and coordinate edits to the Trans Fat Help Center website
- Assess each communities' technical assistance needs prior to the beginning of mentoring activities and subsequently evaluate the efficacy of the mentoring activities at the end of the project
- Managing and monitoring contracts with external agencies providing technical assistance to mentees
- Develop presentation and materials on best practices in improving NYCs school food and present information at regional showcases
- Develop and support the development of reports and presentations
- Ensuring reporting requirements for grant deliverables are fulfilled

Education and Qualifications:

Masters degree in Public Health, Public Policy, or advanced degree in a related field, with experience working with a diverse group of stakeholders to complete a project or implement a policy. Candidates should be detail-oriented, organized, creative, have excellent communication and writing skills and a desire to work in a team environment with an interest in Food Policy.

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

To Apply:

To apply, send resume and cover letter to obesityjobs@fphny.org, indicating "Food Policy Technical Assistance Coordinator_ your name" in subject line. In the cover letter, indicate how your skills and experience meet the qualifications of the position and provide your salary history and requirements.

Once again, this position is contingent on grant funding and as such is not guaranteed. If grant funding is awarded, the position will be funded for a maximum of one and a half years.