

## **Part Time, Temporary, Food Standards Coordinator (\$28/hr. 21-35 hours/week)**

### **PROGRAM OVERVIEW:**

The Healthy Eating Unit within the New York City Department of Health and Mental Hygiene's (DOHMH) Bureau of Chronic Disease Prevention is seeking a paid part-time, temporary Food Standards Coordinator to work 21-35 hours/week for \$28 per hour to support voluntary adoption of the NYC Food Standards in clinical and community sites in East and Central Harlem and in Central Brooklyn. This work is part of larger initiatives funded through Creating Healthy Schools and Communities, a New York State Department of Health grant to establish and support sustainable healthy communities as places where it is easier to practice healthy behaviors. Grant goals include: implementing food service guidelines; improving physical activity and nutrition policies, practices and environments in early care and education; implementing community planning and active transportation; and implementing components of local school wellness policies.

### **POSITION OVERVIEW:**

This position will be housed within the Bureau of Chronic Disease Prevention (BCDP) which strives to reduce the burden of chronic disease, including heart disease, obesity, and cancer, among New Yorkers. We work to address the impact of structural racism and other injustices that are a root cause of the inequitable prevalence, treatment and outcomes of chronic diseases in communities of color and among other marginalized communities. BCDP focuses on nutrition, tobacco use, the built environment, screening for cancer, and reducing the incidence and impact of hypertension. BCDP works with partners in government and the community to employ evidence-based policies, programs, communications and research aimed at shifting environments, changing systems and promoting health equity. The Bureau sits within the Center for Health Equity and Community Wellness.

The part-time Food Standards Coordinator will be a key member of a fast-paced team that develops and executes innovative approaches to changing the food environment. This position will identify, recruit and provide technical assistance to clinical and community sites in East and Central Harlem and in Central Brooklyn, who will voluntarily adopt and implement NYC Food Standards for Food or Beverage Vending. This position will be located at the Health Department in Long Island City, Queens (and/or remotely) and will most likely require travel to and onsite work at partner sites. This position will report to the Senior Manager, Food Standards but will coordinate with staff within the Bureaus of Neighborhood Health in Harlem and Brooklyn. The position will most likely start this Fall 2021 and continue through May 2022, with potential to continue, pending funding.

### **RESPONSIBILITIES:**

- Identify, conduct outreach to and recruit clinical and/or community sites in East and Central Harlem and in Central Brooklyn for implementation of the NYC Food Standards for Food or Beverage Vending.
- Develop technical assistance tools (i.e. planograms, produce replacement lists) and promotional materials to assist with implementation of the NYC Food Standards.

- Conduct trainings and provide technical assistance to support partnering sites including site visits and assessments, product reviews and research, and progress tracking.
- Provide regular communications with partnering sites and assist in communications related to the program.
- Support grant reporting and evaluation efforts including data collection, tracking, and management
- Perform other duties as assigned, such as drafting briefs, preparing presentations, conducting research, developing website content and reviewing and summarizing scientific articles.
- Other assigned duties as needed.

### **QUALIFICATIONS:**

- Undergraduate degree from an accredited university or equivalent experience. Preference for candidates pursuing an advanced degree in Nutrition, Public Health or a related field.
- Strong communication skills (written and verbal) required
- Knowledge of or resident of East and/or Central Harlem or Central Brooklyn preferred.
- Experience conducting nutrition analysis, nutrition education, or menu reviews; Ability to translate and present nutrition data clearly and effectively to external stakeholders.
- Experience with community outreach and/or engagement preferred.
- Ability to work independently, be flexible, and handle changing workload.
- Excellent attention to detail, organizational skills, creative thinking, and follow through.
- Knowledge of the Microsoft Suite, including PowerPoint and Excel. Experience with Salesforce a plus.

### **SALARY:**

- Salary will be \$28/hour for 21-35 hours per week, starting fall 2021.

### **TO APPLY:**

Please email a cover letter and resume with subject line "Food Service Guidelines- Part-Time Coordinator" to [esolomo1@health.nyc.gov](mailto:esolomo1@health.nyc.gov).

**The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, Harlem Community members, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.**

**All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.**