

**NYU****SCHOOL OF GLOBAL  
PUBLIC HEALTH**

## **New York City Treats Tobacco Project Assistant**

### **Position Summary**

[NYU School of Global Public Health](#) (GPH) is seeking applications for a full-time Project Assistant for [New York City Treats Tobacco](#) (NYCTT), a grant funded by New York State Department of Health, Bureau of Tobacco Control. NYCTT implements health system change strategies to increase the adoption of evidence-based best practices for treating tobacco use and dependence in medical and behavioral healthcare organizations that serve disparate populations.

We are looking for a candidate with a bachelor's degree, a strong interest in public health, and a strong background in project management. The candidate will support program staff in implementing the Public Health Service Guidelines for tobacco use and dependence treatment through administrative support, which includes; financial management, calendar management, communication of program staff and partners, and reviewing materials developed. The candidate will work with NYCTT staff and faculty members under the direction of Dr. Donna Shelley, a Professor at GPH.

### **Job Responsibilities**

- Communicates and coordinates scheduling with all staff members and partners, including executive-level administrators at health care organizations, internal partners and community partners.
- Drafts partner commitments via a Memorandum of Understanding, which includes an implementation timeline and communication plan, to ensure advancement of adoption of policies and procedures.
- Reviewing and editing comprehensive and sustainable policies and procedures to be disseminated throughout partner organizations.
- Assists in mobilizing community partners through engaging various stakeholders (community-based organizations, healthcare systems, coalitions) in the healthcare landscape to further tobacco control efforts across New York City and New York State.
- Disseminates public health tools, toolkits and training materials to healthcare organizations and other community partners.
- Manages and regularly updates NYCTT website and social media feeds with latest news, research, and information.
- Arranges internal and external meetings with program staff, health care organizational partners and community partners, as needed, including preparing necessary materials and meeting agendas.
- Manages calendars of Program Director, Program Manager and other staff for cohesive planning and arranging of programmatic activities.
- Generates weekly and monthly reports on all program activity to ensure that project deliverables are being met as planned.
- Engages with local legislators to educate about tobacco cessation in their districts.
- Organize PrideFest initiative to provide tobacco cessation resources to LGBTQ+ New Yorkers.
- Arranges programmatic travel, including transportation and accommodations, to healthcare organizations across New York City and meetings in Albany, New York.

### **Minimum Qualifications**

- Bachelor's degree in public health, health communications, quality improvement/assurance, health administration, or a related field or equivalent, with at least one-year related experience preferred.
- Experience working with healthcare organizations and healthcare research in an administrative capacity is a plus.



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- Familiarity of public health strategies and external regulations is a plus.
- Excellent oral communication group presentation skills.
- Support organization's goals and values by fostering teamwork within teams, across teams and departments; see internal and external collaborators as equal clients.
- Excellent written communication skills; expressing ideas clearly and concisely in a well-organized manner.
- Manage time effectively and prioritize competing demands in order to meet practice, program, and organizational goals and seek to meet and respect deadlines.
- Strong critical thinking, analytic, strategic and “big picture” skills necessary.
- Be professional in appearance and presentation, by being on time, reacting well under pressure, and proactive response and communication with others via e-mail and phone
- Ability to successfully anticipate problems before they occur, self-reflect, and apply lessons learned to future work

**To Apply**

To apply for this role, email both a resume/CV and cover letter to the NYCTT Assistant Director, Jackie Saltarelli, at [jackie.saltarelli@nyu.edu](mailto:jackie.saltarelli@nyu.edu). In the subject please include “NYCTT Project Assistant - [your last name].”

**Salary Range:** \$58,000 - \$63,000