

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

## **Project Coordinator, New York City Treats Tobacco (Health Systems and Policy Focus)**

### **Position Summary**

NYU School of Global Public Health (GPH) (<http://publichealth.nyu.edu/>) is seeking applications for a full-time Project Coordinator for [New York City Treats Tobacco](#) (NYCTT), a grant funded by New York State Department of Health, Bureau of Tobacco Control. Utilizing an implementation science research approach, 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 Master's degree and strong background in one or more of the following areas: tobacco use treatment, health policy, implementation science, primary care practice transformation, and project management. The candidate will work with staff and faculty members of the New York City Treats Tobacco (NYCTT) program team, under the direction of Dr. Donna Shelley, a Professor of Global Public Health at GPH.

### **Job Responsibilities**

#### **Health Systems Change (60%)**

- Build relationships with executive-level administrators at medical and behavioral health care organizations in all five boroughs where health inequities are prevalent to facilitate tobacco control change system strategies that align with Public Health Service Guidelines for tobacco use and dependence treatment
- Develop and implement tobacco use treatment policies and procedures at healthcare organizations and execute additional quality improvement measures to support tobacco cessation
- Obtain administrative commitment to adopt tobacco dependence treatment (TDT) policies via a Memorandum of Understanding, which includes an implementation timeline and communication plan
- Conduct baseline needs assessment with each site on existing policies and procedures
- Assist in routinely implementing quality control strategies with key decision makers and monitoring organization provider performance feedback data
- Analyze process and outcome evaluation data in comparison to baseline needs assessment data
- Make recommendations on additional improvements based on outcome data
- Collect data, analyze findings, and submit monthly report on work and research conducted
- Travel to healthcare organizations and partners across New York City

#### **Policy (30%)**

- Meet with state legislators to educate them about tobacco control in NYS virtually and in Albany, NY
- Manage correspondence with and educates local & state legislators on tobacco use disparities, emerging trends, and effective tobacco control strategies within their districts
- Analyze local data to better inform elected officials and their constituents on TDT resources
- Participate in planning efforts for annual legislative education efforts, including schedule prioritization, event advising, and coordination with external partners
- Engage legislative partners for earned media opportunities (e.g., policy launch events, media pitches, op-eds)
- Participate in local and state-level collaborative workgroups to improve tobacco policy

#### **Special Projects (10%)**

- Assist in mobilizing community partners by 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
- Support team members on health systems work and special projects
- Work with and/or manage NYU SGPH students on special projects
- Initiate additional special projects

**Minimum Qualifications**

- Master's degree in public health, research, health communications, health policy, quality improvement/assurance, health administration, or a related field with at least 2-4 years' related experience
- Field work experience working as a practice facilitator or quality improvement specialist with healthcare organizations that serve disparate populations, is a plus
- Strong knowledge of quality improvement strategies, healthcare systems (primary care and mental/behavioral health), and electronic health records
- Knowledge of external regulations impacting the healthcare landscape
- Strong critical thinking, analytic, strategic and "big picture" skills necessary
- Support organization's goals and values by fostering teamwork within teams, across teams and departments; see internal and external collaborators as equal clients
- Ability to successfully anticipate problems before they occur, self-reflect, and apply lessons learned to future work
- Excellent oral communication, group presentation and facilitation skills
- Excellent written communication skills; expressing ideas clearly and concisely in a well-organized manner
- Manage time effectively, prioritize competing demands to meet program goals, and meet and respect deadlines
- Be professional in appearance and presentation, by being on time, reacting well under pressure, and communicating proactively with others via e-mail and phone

**Salary**

The salary range for this position is \$65,000 – \$75,000.

**To Apply**

To apply for this role, email both a resume/CV and cover letter to [nyctt@nyu.edu](mailto:nyctt@nyu.edu). In the subject line please include "Project Coordinator - Policy - [your last name]."