2022-2023 NYCHA Health Corps
Member Position Description

Host Site Name: NYCHA Health Initiatives

Position Title: Project Associate for Health Initiatives Expansion

Location: 90 Church Street, New York, NY 10007

Tentative Schedule: 9:00am-5:00pm Monday-Friday

# of member Slots in this Position: 1

Need for the specific project on which AmeriCorps Member is serving:

Health Initiatives is a department within the Community Engagement & Partnership (CEP) division, which engages and connects NYCHA residents to critical programs, services, and the priorities within the Authority’s strategic plan to preserve New York City’s public housing.

Health Initiatives builds health through partnerships and engagement that connect residents to preventive health resources, help create healthier indoor environments, and cultivate resident leadership in health. The Department’s portfolio of work includes Smoke-Free NYCHA, Farms at NYCHA, community health worker initiatives, newborn hazard prevention, and strategic public health collaboration with the NYC Health Department.

Health Initiatives is expanding. The Health Initiatives department is developing new and existing projects as part of a project management essentials departmental training effort where staff builds new or expands existing projects. Projects to be expanded include Smoke-free NYCHA, Healthy Start @ NYCHA (newborn hazard prevention), Healthcare Partnership Management, and Farms @ NYCHA. The Farms at NYCHA expansion is a mayoral priority to contribute to the city’s effort to provide healthy food options to NYC residents with a specific focus on select developments across all 5 boroughs.

Expectations and Goals for the specific project on which AmeriCorps Member is serving:

The Project Associate for Health Initiatives expansion will take part in resident outreach efforts such as tabling and canvassing to encourage community engagement and awareness of Health Initiatives’ portfolio. The Associate will also support development and promotion of wellness-driven events that connect resident to health resources. The Project associate will help department expansion efforts by supporting leadership with coordination, evaluation, implementation and dissemination.

Member Position Summary:

The Health Initiatives Expansion Member will receive an introduction to our department and have structured opportunities to help design and execute an action agenda that advances
health equity through work at the intersection of health, housing and preventive health. Time will be 25% in the field, with 75% in-office coordination work. Fieldwork can include distribution of educational resources via tabling, Healthy Start event participation and attending resident forums when appropriate. Coordination of events will include brainstorming ideas with our team, identifying speakers and resources and supporting day-of event execution. The Project Associates will also play a key role in getting resident feedback via surveys, wellness calls and mail distribution.

Detailed Tasks:

**Project Associate**

1. Coordinate expansion efforts with Farms @ NYCHA.
2. Map local serving organizations near developments with existing and new/projected farms to help with resource navigation and hyper-local coordination.
3. Work closely with the Deputy Director on coordinating other departmental expansion projects.
4. Help capturing weekly project status updates and data collection efforts as needed.
5. Review program documents involving; collecting meeting minutes, attendance lists, tracking forms, and program reports.
   a. The documents are used to evaluate program implementation and outcomes.
6. Assist with program planning throughout the year.
7. Assist with other program initiatives as needed.
8. Assist with data collection and program evaluations.

**Required Skills for AmeriCorps Members (set for all program members):**

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong foundation in project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident (AmeriCorps regulations)

**Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:**

- Personal experience living and/or working within NYCHA preferred
- Passion for advancing health equity and community wellness
- Strong attention to detail
- Ability to problem solve / help identify and build solutions with empathy and respect

*Please note:* The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to
beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.