



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	National Programs Fellow
DEPARTMENT:	National Programs
REPORTING RELATIONSHIPS:	Vice President, National Programs
TIME COMMITMENT:	1 Year – up to 20 hours per week

POSITION OVERVIEW:

The National Programs Fellow works within the National Programs team to support a National Network of clinical programs that work to provide access to high quality primary care for children and families who live in under-resourced communities. Children's Health Fund is increasingly focused on addressing the root causes of poor health in the predominantly black and brown communities we serve. The Fellow will be an integral part of this focused area of programming.

The National Programs Fellow is responsible for tasks within the National Programs Department, including but not limited to: supporting program and evaluation planning through background research and editing support; grants management; conference and convening planning; scheduling and setting up meetings; procurement; and other administrative duties.

The National Programs Fellow is an integral member of the National Programs team and reports directly to the Vice President of National Programs.

PRINCIPAL ACCOUNTABILITIES

- Work with National Program team to provide background research and summaries to be used in grant proposals and reports;
- Assist with conference and convening planning, including but not limited to overseeing an application for continuing medical education credits;
- Format and compile departmental documents such as grant agreements, board summaries, data reports;
- Manage in-kind donations to National Network programs;
- Participate in departmental and organization wide strategic planning and project development;
- Assist with departmental projects and events as needed, including participation in strategic planning and project development

REQUIREMENTS:

- Bachelor's degree
- Proficiency in Microsoft Word and Excel
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Ability to be a team player and to work independently
- Excellent interpersonal skills

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to maintaining a diverse and inclusive work environment.

Children's Health Fund staff is currently working remotely with the option of coming to the office through at least December 2020. It is expected that at some point in 2021 employees will be asked to be in the NYC office part-time.

How to Apply

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc