

About the job

The City University of New York Graduate School of Public Health (CUNY SPH) seeks a Project Assistant who will report to the Executive Director of State and Local Public Health Initiatives. This position will support various government affairs, policy, and applied public health projects including work on Sexual and Reproductive Justice (SRJ) Hub initiatives, campaign development, and policy analysis. This is a part-time position with expected hours to be worked during business hours of Monday through Friday, 9am to 5pm.

Time commitment: 20-30 hours per week

Rate: \$29.32/hour

Duration: August 2025 – June 2026

Location: Hybrid with additional opportunities to attend in-person events off site, frequent on site or zoom meetings, independent work in office or off site.

Apply: Submit resume and cover letter addressed to "Dr. Greene, Executive Director of State and Local Public Health Initiatives" to GovernmentAffairs@sph.cuny.edu by July 14, 2025.

Specific Duties and Responsibilities:

- Assist in the development of policy and content campaigns.
- Collect clippings for daily briefings.
- Draft policy analysis.
- Support the activities of the SRJ Hub team that fall under the Executive Director, State and Local Public Health initiatives.
- Support the activities of the Office of State and Local Public Health Initiatives.
- Assist in scheduling meetings, booking conference rooms, sharing meeting agendas and minutes.
- Provide support in data management of project trackers and other documents.
- Other duties as needed.

Preferred Qualifications:

- Bachelor's degree required.
- Previous experience in project coordination, policy analysis, campaign development or government affairs.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills, including telephone and email communications.
- Strong attention to detail and deadlines.

*Must be eligible to work in the US and available for in-person meetings and events in NYC.