

Physicians for a National Health Program-NY Metro Chapter

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Position Available:

Chapter Coordinator

Physicians for a National Health Program - New York Metro Chapter

Position Location: New York City. Until the COVID-19 shutdown is lifted, work will be done remotely. After that, in-person presence at NYC meetings and events, and periodically in our midtown office, will be required.

About the Organization: Physicians for a National Health Program (PNHP) is a non-profit research, education, and advocacy organization of physicians, medical students, health workers and health advocates dedicated to working toward universal healthcare through single-payer national health insurance (Improved Medicare for All). The New York Metro Chapter, one of 60 nationwide, is PNHP's largest with 450 paid members. It was formed in 1990 to help mobilize and organize tri-state area supporters of a single-payer national health plan. Of equal importance, the chapter's current focus is joining forces with a large statewide coalition advocating for the New York Health Act, aimed at creating a single-payer, universal healthcare system in New York State. This legislation, with robust support in both chambers in Albany, will, when passed, not only revolutionize healthcare in NYS, but will also serve as a model and inspiration to other states, and potentially the entire U.S.

About the Position: This is a great opportunity to bring your talents and energy to bear in supporting the movement for anti-racist health justice and in particular to help win a historic victory for single-payer healthcare in NYS. The Chapter Coordinator, working alongside our Executive Director and Board of Directors, a group of longtime leaders of the health justice movement, will support all aspects of the Chapter's work, including organizing, event management, communications, fundraising, and financial recordkeeping. As such, this position provides a unique opportunity to deepen one's knowledge of many healthcare reform issues, plus interacting with prominent activists and educators in the local and national fight for universal healthcare as a basic human right.

The successful candidate should be a strong supporter of health justice and have at least a basic understanding of current healthcare policy, exceptional organizational skills, and experience with project management. Key particular skills include use of databases (CRM), Google Docs, and spreadsheets, and excellent writing skills. Experience with social media platforms such as Facebook and Twitter, administration of Zoom teleconferences, and bookkeeping preferred.

The position is half-time (18 hours per week), reporting to the Executive Director. The salary will be in the range of \$25,000-\$27,000 per year, depending on qualifications and experience.

Job Requirements:

- Commitment to universal healthcare and health justice
- Experience and ease working respectfully in a diverse, multiracial organization
- Three+ years experience with administrative work
- Familiarity with Word, Google Docs and CRMs
- Strong written and verbal communication skills
- Excellent organizational skills and great attention to detail
- Self-starter with ability to work independently and drive projects to completion
- Ability to handle multiple responsibilities effectively
- Ability to work collaboratively.

Preferred Skills and Experiences:

- Setting up and manipulating spreadsheets and survey forms
- Online bookkeeping
- Event planning experience (including post-event data analysis)
- Preparing compelling social media posts
- Doing basic video editing.

Primary Responsibilities:

- Manage constituent records using CRM software
- Handle email correspondence
- Help manage board committees
- Lead digital event planning and post-event preservation
- Play key role in making lobby days successful
- Maintain website
- Reconcile financial records using QuickBooks software
- Other responsibilities as assigned by the Executive Director.

To Apply: Please submit a resume, date of availability, and cover letter, including three professional references and your thoughts on how you can contribute to the health justice movement, along with two writing samples, to: .

Deadline: February 15, 2021.

PNHP - NY Metro is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, prior record of arrest or conviction, citizenship status, or current employment status. **Applicants from disenfranchised groups are particularly encouraged to apply.**