Needs Assessment Intern

Department: Population Health
Job Title: Intern, Fall 2019
Reports to: Janet Pan
Office Location: New York, NY

The mission of NYU Langone’s Section for Health Equity at NYU School of Medicine’s Department of Population Health, is to promote health equity in racial and ethnic minority populations and socially disadvantaged communities.

Position Summary
The Section for Health Equity’s community partner, Hamilton-Madison House (HMH), a non-profit settlement house serving the Chinatown and Lower East Side neighborhoods, seeks to expand their youth and immigrant/community programs. We are looking for bright and motivated interns to assist with conducting a needs assessment, consisting of literature and scoping reviews, key informant interviews, and possibly focus groups. Preference will be given to individuals who can commit to the internship for both fall and spring terms.

Principal Responsibilities
1. Conduct literature and scoping reviews.
2. Assist in developing surveys for community needs assessment.
3. Assist in conducting surveys, key informant interviews and/or focus groups as needed.
4. Assist in analysis of quantitative and/or qualitative data.
5. Draft dissemination materials such as power point presentations, one-pagers and reports.
6. Other responsibilities as assigned.

Qualifications
1. Commitment to addressing health disparities, immigrant and community health work;
2. Commitment to cultural responsiveness;
3. Previous academic or work experience in research or needs assessments;
4. Be available for data-related responsibilities including data entry, and data collection in the field;
5. Excellent writing skills;
6. Excellent organizational, communication, and time management skills;
7. Excellent computer skills (use of MS Office Suite with a focus on Excel, internet research, REDCap);
8. Ability to communicate and work with community members and community organizations in a friendly and professional manner;
9. Ability to work independently;
10. Fluency in Spanish and/or Chinese (preferred but not essential).

If interested, please send a cover letter and resume to Janet Pan at janet.pan@nyulangone.org. Please include any language fluency level, if applicable. Please include “Needs Assessment – Fall 2019 Intern” in the email heading.