

---

<b>Job Title</b>	MHSC Special Assistant to the Executive Director
<b>PVN ID</b>	HC-1712-002268
<b>Category</b>	Clerical/Office Services
<b>Location</b>	HUNTER COLLEGE

**Department**

<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 20, 2018 (Or Until Filled)

## General Description

---

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most.

MHSC focuses on the recruitment, training, and support of early career social workers and licensed mental health counselors to become fully licensed behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to obtain advanced licensure through the MHSC and strengthen their own capacity to be able to provide sound behavioral health services in marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

MHSC is seeking a motivated and dynamic Special Assistant to support various activities for the Executive Director. With latitude for independent judgment and decision-making, the Special Assistant will monitor the capacity of programs to meet project goals and objectives; prepare the Executive Director for internal and external meetings; and prepare reports as appropriate. The ideal candidate should have strong project management skills, be able to address urgent requests, be able to work in a fast-paced environment, demonstrate diplomacy, professionalism and discretion and effectively coordinate initiatives and multiple streams of communication simultaneously in support of the program's mission. Reporting to the Executive Director, the Special Assistant must have critical thinking skills and be able to digest and interpret information quickly in this highly visible role.

## Other Duties

---

- At the request of the Executive Director, develop and draft reports, presentations, and other briefing documents through analysis of data, publications, summary reports, and other grey literature.
- Plan for upcoming meetings by preparing the agenda and necessary supporting materials (i.e. analytical reports); attend meetings with the Executive Director to provide a record of the discussion, decisions made, next steps and follow-up items. Distribute follow-up items and delegate tasks to program staff or others, as needed.
- Work closely with the Executive Director's support team and provide ad-hoc support with daily meeting operations when needed.
- Work closely with program leadership to respond to internal and external requests in a timely manner.
- Monitor and track tasks, deliverables and deadlines for the Executive Director.
- Develop presentations, talking points or one-pagers, write letters, design and produce routine and special reports as well as other materials.
- Coordinate and manage responses cross-program, bureau, agency, and external requests.
- Determine potential collaborations between departments and ensure program work is coordinated and activities are aligned with program goals.
- Initiate special projects as requested by the Executive Director; manage the incubation process of new priority initiatives.
- Disseminate information and serve as liaison between the Executive Director and others to assist with troubleshooting and provide advice on programmatic matters; includes coordinating with staff to ensure timely completion of follow-up items as well as analyzing and compiling information for reports or facilitate decision making for Executive Director.

## Qualifications

---

- Master's degree in public health or public administration a plus
- Three years' experience in a project coordination/management role
- Ability to manage high profile projects efficiently with attention to detail, and collaborate with multiple internal and external partners
- Outstanding interpersonal, written and computer skills; operational experience in both administrative functions and relationship management
- Experience in analytic software or data and process visualization tools, e.g., Excel, Tableau, Visio a plus
- Strong communication skills and ability to provide senior executives with concise updates on complex programs, policies, and initiatives
- Knowledge of and interest in public health, program development, mental health, and primary care
- Ability to quickly become familiar with specific topic areas within public and mental health in which the individual may have had no prior knowledge