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**MAIMONIDES MEDICAL CENTER, Brooklyn, NY**  
**Program Associate**  
**Maimonides Central Services Organization (CSO)**

Background – Maimonides Medical Center / Community Care of Brooklyn PPS

*Maimonides Medical Center is Brooklyn’s premier specialty care teaching hospital. MMC pioneers medical breakthroughs, boasts state-of-the-art clinical and information technology, regularly wins awards from independent evaluators for the quality of the care it provides and is the largest teaching hospital in Brooklyn. Maimonides Medical Center values compassionate, patient-centered care and focuses on employee participation and development.*

Maimonides Medical Center is the designated leader for a Performing Provider System (PPS) in the NYS Delivery System Reform Incentive Payment (DSRIP) program. Known as Community Care of Brooklyn (CCB), the PPS is a network of health care providers and social service organizations working together to achieve targeted improvements in population health and the reduction in avoidable hospital use by Medicaid beneficiaries in Brooklyn. Community Care of Brooklyn integrates hospitals, Federally Qualified Health Centers, ambulatory care centers, Health Homes and their associated provider networks, long term care providers, as well as both hospital-based and community physicians. Maimonides has formed the CCB Central Services Organization (CSO) to manage the DSRIP project and other population health initiatives.

Overview – Program Associate

Reporting to the Senior Community Engagement Specialist, the Program Associate is primarily responsible for administrative and organizational assistance in the development and coordination of various community engagement initiatives, projects and implementation plans. The successful candidate will share our passion for advancing healthcare, community engagement, strong work ethic, and attention to detail.

Specific Responsibilities

The specific responsibilities of the Program Associate for the Maimonides CSO include:

1. Provide administrative and organizational support for CCB’s Community Engagement Committee, Community Action and Advocacy Workgroup, and other related initiatives.
2. Schedule and communicate meeting details, reminders, and follow-up actions for internal and external partners.
3. Assist with the creation of materials for committee and work group meetings, including agendas and presentations, and take minutes.
4. Research and compile information about best practices and evidence-based strategies for inclusion in project planning documents and implementation plans, as appropriate.
5. Interface with CBO partners throughout Brooklyn on efforts related to CCB priorities.

Qualifications

- Education: Bachelor’s degree required
- Experience: minimum of one (1) year of experience in project management within healthcare or related field
- Other: excellent analytical abilities; strong communications skills; ability to thrive in a fast-paced, highly collaborative environment.