



**POSITION ANNOUNCEMENT:  
Evaluation Coordinator**

*Adirondack Health Institute is leading the way in rural health care transformation across a nine county region of the North Country. We have leveraged our twenty five plus years as a 501(c) (3) non-profit organization with our relationships, resources, expertise and capacity to build healthy communities. The last three years have seen explosive growth.*

*We are seeking people who share our passion, drive and commitment to make a difference by improving the health of our community members. Only those who possess a can-do attitude, thrive in a constantly changing environment, are results driven, and want to work as part of a dynamic team, need apply. If you are enthusiastic, energetic and ready to “roll up your sleeves”, we have that new challenge you were hoping to find!*

**Position Summary:** The ideal candidate will be a dynamic, mission driven professional that will join the Adirondack Health Institute (AHI) team to complete various program evaluation projects by working with staff and partner organizations to design, develop, and implement process and outcome evaluations. The right candidate will be able to identify, analyze, synthesize and present data to drive decision-making. The Evaluation Coordinator will collaborate with other members of the AHI team including data analysts, communications staff and senior managers to complete projects. This position requires consensus building, oral and written communication skills.

**Location:** This position can offer flexible scheduling to the right candidate as AHI is anticipating opening a satellite office in the Essex county region in the near future. Must be able to work at the main office in Glens Falls when required.

**Position Qualifications**

**Education & Experience:** Bachelor’s degree in public health, health administration, health and human services, community health, business or other related field is required. Two – three years of experience in project research and/or evaluation preferred. Knowledge of the principles, practices, and procedures of program evaluation; knowledge of research methodology; ability to develop and present ideas effectively in oral and written form; ability to establish and maintain effective team based working relationships. Knowledge of community health, public health, the regional health care delivery system, and of health care reform is required.

**Other Skills:** Strong computer skills required, including: Microsoft Excel, Word, and PowerPoint. Must have the ability to navigate and troubleshoot web-based portals, databases, and forms. Familiarity with Microsoft Access preferred. Attention to detail is essential. Experience with qualitative and quantitative survey design, software applications and analysis a plus.

**Other Requirements:** Must have a valid New York State driver’s license and vehicle, or provide evidence of mobility within assigned community.

**Position Schedule:** Full-Time

**FLSA Status:** Exempt

**How to Apply:** Please email your resume to [ahirecruit@gmail.com](mailto:ahirecruit@gmail.com), with the position title in the subject line no later than **Feb 13, 2015**.