



**POSITION ANNOUNCEMENT:  
Health System Transformation Network 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 experienced professional who will join the Adirondack Health Institute (AHI) team to increase the quality and efficiency of network-wide health system transformation activities, programs, and procedures. Network Coordinators contribute to the success of AHI endeavors by organizing information, creating program materials and reports, and coordinating activities and events to achieve desired outcomes. This position requires the ability to work successfully with staff at all levels. Excellent verbal and written communication skills are essential. Network Coordinators support teams that include health care providers, administrators, consultants, and community partners. Must be able to utilize technology to support teams spread across a wide geographic region. The ability to respond to multiple demands in a fast-paced environment is required.

**Position Qualifications**

**Education & Experience:** Bachelor’s degree in health or business-related field with at least five years of experience in program development, coordination, and/or implementation. Knowledge of the regional health care delivery system and of health care reform required.

**Other Skills:** Bachelor’s degree in health or business-related field with at least five years of experience in program development, coordination, and/or implementation. Must have the ability to navigate and troubleshoot web-based portals, databases, and forms. Familiarity with Microsoft Access and with budgeting. **Knowledge of the regional health care delivery system and of health care reform required. Strong organizational skills and attention to detail are essential.**

**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 **DATE**.

## Major Job Duties:

Coordinates activities to support network-wide initiatives and programs.
Creates and maintains multiple contact/membership lists and e-distribution lists.
Prepares a variety of correspondence and reports, drafts memos, letters, and email responses to routine questions.
Performs and/or coordinates data entry and upkeep of spreadsheets and databases ensuring a high level of accuracy.
Establishes and maintains a system for monitoring the reporting requirements of multiple programs and subcontractors, issues reminders, and applicable reports.
Establishes and maintains organized paper and electronic filing systems; maintains confidential information.
Coordinates meetings, including scheduling, agendas, meeting materials, directions, invitations, and notices.
Coordinates, update and prepares manuals or other resource materials.
Provides research assistance for meetings, programs, reports and grant applications.
Complete special projects by organizing and coordinating information and requirements.
Issues high-quality professional communications via multiple channels (e-mail, phone, written, newsletters, etc.)
Create and format documents electronically including PowerPoint presentations, Excel spreadsheets and other related documents.