



Adirondack Health Institute

Community Engagement Specialist, Advancing Tobacco-Free Communities

Experience in Community Engagement/Outreach Wanted!

Adirondack Health Institute (AHI) is an independent, non-profit organization that is leading the way in rural health care transformation across a nine-county region of the North Country. AHI supports hospitals, physician practices, behavioral health providers, community-based organizations, patients and others in our region to transform healthcare and improve population health.

AHI is seeking dedicated, motivated, and highly passionate individuals who share our drive and commitment to making a difference by improving the health of our community. We are seeking a **Community Engagement Specialist** to support the Advancing Tobacco-Free Communities grant, located in our Glens Falls, NY office.

The Advancing Tobacco-Free Communities grant, awarded by the New York State Department of Health Bureau of Tobacco Control, is to support the reduction and prevention of tobacco use in Warren, Washington, and Saratoga counties. Advancing Tobacco-Free Communities (ATFC) will engage and educate community leaders and members, leverage resources, and mobilize organizations to advance local tobacco control efforts. Initiatives will include administration of *Reality Check*, a program that engages youth in action-oriented activities to mitigate, reduce, and eliminate the tobacco industry's deceptive marketing practices.

The **Community Engagement Specialist** will build and guide work that will accomplish evidence-based tobacco control action that is consistent with the NYS Department of Health Bureau of Tobacco Control goals. This individual must be able to independently and effectively implement community engagement and mobilization strategies while simultaneously working strategically and collaboratively with the ATFC Reality Check Specialist to advance local and statewide tobacco control action.

Responsibilities of the Community Engagement Specialist also include:

Program Planning and Development

- Maintaining professional level of knowledge and understanding of youth-focused tobacco-related issues and of tobacco control interventions as well as the NYS prevention agenda;
- Contributing to team development of work plan strategies and activities;
- Working collaboratively with other AHI programs and colleagues to leverage resources;
- Attending required Bureau of Tobacco Control trainings and applying skills to program planning;
- Participating in regional and statewide planning meetings and conference calls.

Program Operations and Implementation

- Building and maintaining professional relationships with community leaders and state and local elected officials to engender support for tobacco control actions;
- Identifying opportunities throughout the region to educate community stakeholders about tobacco-control interventions and strategies;
- Delivering community education/awareness presentations to stakeholders throughout the catchment area;
- Developing and ensuring implementation of local community mobilization efforts;

- With input from *Reality Check* youth, collaborating with the Reality Check Specialist in the development of community education/awareness materials and campaigns and management of social media platforms;
- Preparing meeting materials, presenting information/updates at internal and external meetings;
- Monitoring program expenses;
- Ensuring records of all program activities are documented in accordance with program procedures and are available to support ongoing program monitoring; and
- Other duties as assigned.

Reporting

- Preparing regular reports on the progress and outcomes of community engagement efforts;
- Completing portions of the monthly progress reports submitted to NYS DOH regarding community education and mobilization-related activities.

Education & Experience: Ideal candidates will have a Bachelors’ Degree in health and human services, community health, or other related field with at least three years’ experience in program outreach, community organizing, and/or program development and implementation; or equivalent combination of education and experience. Candidates must have knowledge of community engagement principles and the ability to motivate and empower community members, organizations, and decision-makers at every level to effectively plan and implement tobacco control action within the community. Candidates must have knowledge of community health, public health, and the regional health care delivery system.

Other Skills: Candidates must have the ability to develop and maintain productive relationships with relevant community stakeholders and organizations. Knowledge and skill in interpreting and communicating data, public health policy, and media advocacy is required. Candidates must have excellent verbal and written communication skills as well as public speaking experience. The ability to work independently and handle multiple tasks with minimal supervision is a must. Strong computer skills are required, including Microsoft Outlook, Word, and PowerPoint.

Other Requirements: Must have a valid New York State driver’s license and vehicle or provide evidence of mobility within assigned community. The ability to attend required meetings and trainings as directed by NYS DOH is required. Local travel and overnight stays to maximize travel opportunities may be required. Position may require occasional lifting of materials/equipment weighing approximately 25 pounds.

Position Schedule: Full-Time; Monday through Friday; Candidates must have the ability to work flexible hours which may include evenings and/or weekends, as appropriate to implement community education events.

Notes: This is a grant-funded position. The anticipated contract period for the program will be July 1, 2019 – June 30, 2024.

At AHI, we are leading the way in rural healthcare transformation. By partnering with regional health care providers and community-based organizations, we strive to improve care, lower costs, and realize a healthier future for the Adirondack region. If you are enthusiastic, energetic, and ready to “roll up your sleeves,” this is your new opportunity!

AHI provides a friendly and challenging work environment and a comprehensive benefits package. To apply, please visit <https://ahihealth.org/who-we-are/careers/> and complete an online application.

AHI is an Affirmative Action EEO employer and provides opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. AHI will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.