



Adirondack Health Institute

POSITION ANNOUNCEMENT: Telemedicine Project 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: Connecting our regional health care system through Telehealth applications.

The Telemedicine Project Coordinator will be a telemedicine resource, responsible for engaging multiple high level hospital and other health care providers from various settings, including Chief Executive Officers, Chief Medical Officers, and Chief Information Officers, in order to advance telehealth implementation across a nine county region. This position will coordinate all project activities, deliverables and reporting related to the Telemedicine Project. The Coordinator will work collaboratively with Adirondack-Champlain Telemedicine Information Network (ACTION) to focus attention, build momentum, and ensure the fiber networks are successfully utilized.

Position Qualifications

Education & Experience: Bachelor’s degree in an appropriate field is required; Master’s degree preferred; Three to five years’ project coordinator/management experience. Experience in grant writing, healthcare, telemedicine, concept sales background with territory management, and/or health information technology is preferred.

Other Skills: Excellent presentation and communication skills; Excellent time management and organizational skills to complete multiple tasks; Entrepreneurial drive, knowledge of a telemedicine and health information technology is desirable but not required; Ability to establish and maintain effective working relationships with multiple stakeholders to achieve a common goal; Ability to adapt to changing priorities and objectives; Ability to work as part of a team while working with minimal supervision and maximum accountability.

Other Requirements: Candidate must have a valid New York State driver’s license and vehicle, able to conduct routine North Country travel 20-40% of the time, which may include overnight stays on some instances. Travel is reimbursable. This position requires light lifting up to and including 50 pounds.

Position Schedule: Full-Time

FLSA Status: Exempt

How to Apply: Please email your resume to ahirecruit@gmail.com, with the position title in the subject line.