



**NEW YORK STATE ASSOCIATION
OF COUNTY HEALTH OFFICIALS**

Leading the Way to Healthier Communities

PROGRAM MANAGER

New York State Association of County Health Officials (NYSACHO)

Location: Albany, NY (Hybrid)

Status: Full-Time, 35 hours/week

Salary Range: \$57,000–\$59,500

Who We Are

The New York State Association of County Health Officials represents and supports local health departments across New York State and works to strengthen public health systems and workforce capacity. We partner with county leaders, state agencies, and community organizations to strengthen public health systems so that every community, whether urban, rural, or suburban, has access to responsive, trusted, and culturally relevant public health services.

Our work is rooted in service, collaboration, and accountability to the communities our members serve. We are actively reimagining how public health leadership looks, feels, and functions, so that our staff, partners, and members reflect the diversity, strength, and resilience of New York State.

About the Role

The Program Manager is a relationship-driven, community-focused leader who provides programmatic, research, and administrative support to NYSACHO's leadership, members, and statewide initiatives.

This position plays a lead role in managing NYSACHO's Public Health Infrastructure Grant (PHIG) and related workforce development activities, supporting research projects, coordinating statewide convenings and meetings, and serving as a liaison to local and state public health partners.

Key Responsibilities:

We are seeking someone who:

- Believes public health is about people, not just programs
- Is motivated by service, collaboration, and impact
- Wants to shape a more representative and responsive public health workforce
- Has interest in supporting workforce development and other program initiatives



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- Enjoys coordinating meetings, conferences, and training events, including our annual Public Health Leaders' Summit
- Possesses skills needed to prepare reports, briefs, surveys, and evaluation tools
- Will responsibly track budgets and support grant and contract reporting
- Finds ways to identify and share best practices across local health departments
- Thrives on building and maintaining strong relationships with members, partners, and stakeholders

What We're Looking For-Qualifications:

We value both formal education and lived experience. If you meet many, but not all these qualifications, we encourage you to apply.

- Bachelor's degree in public health or related field plus at least 2 years of relevant experience (MPH preferred)
- Experience with governmental public health, nonprofit work, or grants administration preferred
- Strong writing, communication, and organizational skills
- Ability to manage multiple projects and work independently
- Experience with surveys, basic data analysis, and virtual platforms (e.g., Zoom, Survey monkey, Microsoft Office)
- Position requires limited, occasional travel to support organizational meetings and program activities.
- Valid driver's license and reliable transportation

Why Join NYSACHO?

This full-time position includes excellent benefits and a collaborative, mission-driven work environment. Continued employment is subject to grant funding availability. NYSACHO is an equal opportunity employer.

You will be part of a mission-driven organization working at the heart of public health systems in New York. This is an opportunity to shape how local health departments grow, connect, and lead, while ensuring the workforce reflects the community it serves.



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We strongly encourage applications from individuals who bring diverse life experiences, community perspectives, and cultural insight to public health work.

Candidates should submit a resume and cover letter outlining their qualifications and interest in the position to **Sarah Ravenhall, Executive Director** at sravenhall@nysacho.org with the subject line “*NYSACHO Program Manager Application.*” To be considered, applications must be received by **February 13, 2026.**