

The New York State Association of County Health Officials, Inc. (NYSACHO) is Hiring a Temporary Special Project Executive

Position: Special Project Executive (Part-Time, Temporary)

Reports to: Executive Director

Status: Part-Time, Temporary (immediately through November 30, 2026)

Salary: hours and hourly compensation will be negotiated upon hire based on availability and skillset

Location: Hybrid with some compensated travel throughout New York State

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.

Position Summary

The New York State Association of County Health Officials (NYSACHO) is seeking an experienced public health leader to serve as a Part-Time Special Project Executive for a high-profile Prevention Agenda initiative funded by the New York State Department of Health (NYSDOH), Division of Public Health Infrastructure.

This temporary position is designed for a seasoned professional with extensive expertise in Community Health Assessment (CHA), Community Health Improvement Plan (CHIP) development, cross-sector partnership engagement, and implementation of New York State's Prevention Agenda. The ideal candidate may be a retired local public health leader, former state health professional, consultant, or other recognized expert who brings deep knowledge of New York's public health system and established relationships with key stakeholders.

Serving as NYSACHO's principal subject matter expert for this initiative, the Special Project Executive will provide strategic leadership, technical guidance, and stakeholder engagement throughout the project period. Working closely with NYSDOH, local health departments, hospitals, community-based organizations, BME Strategy Consultants, and the NYSACHO project team, this

individual will help ensure all project activities are evidence-based, collaborative, and aligned with Prevention Agenda priorities.

The Special Project Executive will partner with the Senior Program Manager, who will oversee day-to-day project implementation, logistics, scheduling, and contract management, while providing high-level strategic direction and serving as the primary technical resource for the project.

Primary Responsibilities

Strategic Leadership and Technical Expertise

- Serve as NYSACHO's lead subject matter expert on Community Health Assessment (CHA), Community Health Improvement Planning (CHIP), and the New York State Prevention Agenda.
- Provide strategic guidance to ensure all project activities align with NYSDOH priorities, evidence-based practices, and statewide public health goals.
- Advise the Executive Director and project team on emerging issues, implementation strategies, and stakeholder engagement opportunities.
- Review project deliverables to ensure technical accuracy, quality, and consistency.

Stakeholder Engagement and Technical Assistance

- Serve as the primary point of contact for stakeholder engagement and technical assistance related to Prevention Agenda implementation in conjunction with the Senior Program Manager.
- Build and maintain productive relationships with local health departments, hospitals, community-based organizations, NYSDOH staff, and Prevention Agenda partners.
- Represent NYSACHO during meetings, presentations, and statewide discussions related to the project.
- Support collaborative problem-solving and facilitate consensus among diverse public health partners.

In-Person Meetings & Program Evaluation

- Assist in planning and facilitating a (1) statewide Prevention Agenda Workgroup meeting and five (5) regional Prevention Agenda Partnership Summits, including in the development of region specific content and meeting materials.
- Lead strategic discussions focused on partnership development, health equity, collaboration, and Prevention Agenda implementation by serving as meeting facilitator and/or presenter.

- Guide development of both program and event assessment tools, stakeholder outreach strategies, and distribution plans.
- Review assessment results and develop recommendations to strengthen partnerships, communication, training, data utilization, and health equity integration, as well as identify regional priorities and opportunities for future collaboration.
- Collaborate on the development of public-facing and internal reports based on project activities.

Project Oversight and Quality Assurance

- Participate in regular project meetings with NYSDOH.
- Review project progress and advise on successful completion of contract deliverables.
- Ensure project activities remain aligned with approved work plans and timelines.
- Contribute to project monitoring summaries, evaluation reports, and the final project report.
- Identify implementation challenges and recommend practical solutions.

Collaboration

The Special Project Executive will work collaboratively with:

- Executive Director, NYSACHO
- Senior Program Manager, NYSACHO (project implementation and operations)
- BME Strategy Consultants (facilitation, engagement, and strategic planning)
- NYSDOH Prevention Agenda staff
- Local Health Departments
- Hospitals and Health Systems
- Community-Based Organizations
- Prevention Agenda partners and other statewide stakeholders

Minimum Qualifications

- Bachelor's degree in Public Health, Health Administration, Public Administration, or related field required; Master's degree preferred.
- Minimum of 10 years of progressively responsible public health leadership experience.
- Extensive experience leading or supporting Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP).

- Demonstrated expertise with the New York State Prevention Agenda.
- Thorough understanding of New York State local public health systems, hospitals, and community health partnerships.
- Experience facilitating multi-sector stakeholder meetings and building consensus.
- Excellent written and verbal communication skills.
- Strong strategic planning and project advisory experience.
- Ability to travel throughout New York State for meetings and regional summits.

Preferred Qualifications

- Appreciation for and enjoyment of traveling to in person meetings.
- Former Local Health Department Commissioner, Director of Public Health, Deputy Commissioner, or senior NYSDOH leader.
- Experience working with statewide public health initiatives and cross-sector partnerships.
- Experience developing strategic recommendations, evaluation reports, and technical guidance documents.
- Established relationships with New York State public health leaders and Prevention Agenda partners.
- Experience serving as a consultant or executive advisor on public health initiatives.

Position Characteristics

The ideal candidate is a respected public health professional who brings credibility, strategic vision, and extensive experience in New York's public health system. They are comfortable serving as a trusted advisor, facilitating high-level discussions, mentoring project staff, and representing NYSACHO with external partners.

This position is temporary and part-time, providing executive-level leadership and technical expertise through the completion of the project on November 30, 2026.

NYSACHO is an Equal Opportunity Employer

NYSACHO is an Equal Opportunity Employer and is committed to fostering a diverse, inclusive, and respectful workplace. We recruit, employ, train, compensate, and promote individuals without regard to race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law.

We encourage qualified individuals from all backgrounds and experiences to apply.



**NEW YORK STATE ASSOCIATION
OF COUNTY HEALTH OFFICIALS**
Leading the Way to Healthier Communities

**To apply please send a cover letter and resume to Sarah Ravenhall
at sravenhall@nysacho.org before Friday August 14th at 5:00 PM.**