

POSITION DESCRIPTION

JOB TITLE: Tobacco Prevention Coalition Coordinator

DIRECT REPORT TO: Prevention Manager, Public Policy Institute

SALARY RANGE: \$40,000-\$45,000

A. ESSENTIAL RESPONSIBILITIES AND GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES

This position will lead tobacco prevention policy and lesbian, gay, bisexual, transgender and queer (LGBTQ) health equity efforts to support the newly formed Milwaukee Tobacco Prevention Alliance and be responsible for providing specialized support to the City of Milwaukee to ensure a comprehensive range of individual and community based projects are designed to promote the Wisconsin Tobacco Prevention and Control Program (TPCP) initiatives. The work involves being responsible for the development, management, coordination, implementation, monitoring and evaluation of strategies and activities related to policy education and LGBTQ health equity for the local coalition within the Multi-Jurisdictional Coalition (MJC). To effectively guide the strategies and activities within the MJC, the coordinator will effectively communicate and collaborate with all members of the MJC staff, coalition, as well as regional and state partners. Examples of essential responsibilities include:

- Supports, adheres to and actively participates in tobacco prevention and control best practice strategies and activities
- Provides leadership in the planning, implementation, management and evaluation of the MJC's multi-year action plan
- Plans and implements coalition development and infrastructure maintenance, including recruitment, orientation and engagement of members
- Provides staff support for governance, leadership and meeting facilitation
- Implements routine internal and external communication and recognition efforts to promote the coalition and tobacco control in the MJC area
- Plans, implements and evaluates education and training activities for coalition and community members to increase skills in evidence-based strategies for tobacco prevention and control policies
- Supports education of local and statewide policy makers to increase knowledge regarding tobacco prevention and control priorities
- Mobilizes and engages youth, adults and organizations in high impact strategies and activities focused on local and statewide policy priorities
- Utilizes strategies and activities to gain earned media in support of MJC goals
- Works in collaboration with all TPCP local, regional and statewide partners on local and statewide initiatives
- Actively participates in all required TPCP activities, meetings and trainings
- Evaluates and reports all MJC strategies, activities and outcomes utilizing TPCP required formats

B. QUALIFICATIONS/EDUCATION/SKILLS/EXPERIENCE

A candidate will qualify for this professional position with:

- A Bachelors Degree in Health Education or a closely related area
- Knowledge of and experience with health equity and social justice frameworks
- Experience with community outreach, community engagement, and coalition building
- Knowledge of the role, functions, and practices of a local health department are desirable.
- A valid driver's license and ability to drive and transport equipment to various sites.

A well-qualified candidate will possess training and experience in the following key areas.

- Tobacco prevention and control best practice
- Local and statewide policy development
- Community health education and population-based approaches
- Community organizing and advocacy strategies
- Community development and coalition building strategies, principles and practices
- Communication and media advocacy strategies and activities
- Program monitoring and evaluation

Special Conditions/Travel: Normal working hours for this position are 9:00am to 5:00pm, Monday through Friday. Occasional evening and/or weekend hours may also be required. Must be able to lift up to 50 pounds, able to set up and take down outreach and event tabling displays. Roughly 25% of the time driving will be required for this position. Opportunities for travel to local and national conferences will exist.

To apply, email a cover letter and resume to jobs@communityadvocates.net with "Tobacco Prevention Coalition Coordinator" in the subject line. Deadline to apply is February 15, 2021.