

Job Announcement
Health Education Council
Program Coordinator – Full Time

LUCHA Tabaco! Latinos Unidos Contra el Habito y Adicción al Tabaco

The mission of the Health Education Council is to cultivate health and well-being in under-served communities by leveraging the power of collaboration. The Health Education Council is a non-profit agency focused primarily on eliminating preventable causes of death resulting from the use of tobacco, poor nutrition, and lack of physical activity and operates dozens of public health programs to meet the needs of diverse communities by increasing access to health-related knowledge and information (www.healthedcouncil.org).

LUCHA Tabaco! Latinos Unidos Contra el Habito y Adicción al Tabaco, will serve the fourteen counties that comprise the California Tobacco Control Program's (CTCP) Gold Country Region and will be operated by the Health Education Council. The purpose of the network is to actively bring the 'Latino Voice' into the development and implementation of tobacco prevention work in the region, assuring that programs and strategies meet the cultural and linguistic needs of the Hispanic/Latino community and are on target to eliminate Latino tobacco use by 2035. The network will leverage collaborative efforts of Latino residents and community leaders, CTCP local lead agencies, clinics, behavioral health providers, social service and advocacy agencies. Primary emphasis will be placed on: (1) working with clinics and behavioral health providers to increase the systemic referral of Latino smokers to cessation resources like the California Smokers' Helpline, (2) using education and media strategies to reinforce commitment in the Latino community for smoke-free multi-unit housing and (3) eliminating the sale of menthol and flavored tobacco products.

Responsibilities:

Under the supervision of the Program Administrator, the Program Coordinator coordinates the Latino community engagement activities within the Scope of Work, oversees the regional planning, training, development, and implementation of community activities; coordinates Latino community engagement activities; coordinates teleconferences; develops fact/tip sheets and education materials on tobacco use prevention that is culturally appropriate for the Latino community; provides technical assistance and support services to the regional coalition and/or Latino community members; and collaborates with other community based organizations.

Job responsibilities include but are not limited to:

- Provide oversight to the development, coordination, and implementation of engagement and outreach activities.
- Organize and participate in regional community events including monthly health fairs, Women's Leadership Conference activities, Bi-National Health Week and other related events.
- Coordinate and assist in leading the regional LUCHA network of community service providers and Local Lead Agencies working in public health and tobacco prevention.
- Timely and accurate data collection, entry, and database management.
- Coordinate schedules for program partners.
- Prepares reports on program activities and outcomes.
- Participate as assigned in conferences, meetings, including regional Local Lead Agency (LLA) Tobacco Coalition Meetings
- Supports HEC's overall Latino outreach and education.
- Complete other duties as assigned by supervisor.

Minimum Qualifications:

- Bachelor's Degree in health education, education, health administration or relevant field of study or 2-3 years of experience in tobacco prevention and/or health promotion.
- Demonstrated knowledge of Latino community, community health program principles, practices, and techniques.
- Possess a combination of experiences in program development and coordination, community outreach and engagement.
- Demonstrated ability to manage multiple tasks and projects.
- Demonstrated skill in developing and maintaining interpersonal relationships with all levels of staff, volunteers and the community.
- Demonstrated skill in oral and written communications.
- Self-motivated, hard-working, dependable, and flexible.
- Comfortable working with diverse audiences.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel)
- Ability and willingness to travel and work occasionally in the evenings and on weekends.
- Fluent in English/Spanish (able to read, write, and speak) and familiar with regional Latino culture.

To apply, e-mail your resume, cover letter (please write "RE: LUCHA Program Coordinator" on cover letter):

Health Education Council

ATTN: Philip Bensing

E-mail: apply@healthedcouncil.org

Compensation

This is a full-time, exempt position. Salary will be commensurate with experience and education. HEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Deadline for Receipt of Applications: **Until filled**