

Job Announcement
Health Education Council
Regional Tobacco Policy Administrator
Program Administrator – Full Time

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.healtheducouncil.org). HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities that otherwise do not have a voice for care, or access to healthy environments.

The Gold Country Region Latino Tobacco Network- 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. These efforts coupled with leveraging networks of organizations and agencies in the Gold Country Region will strengthen collaboration and build a shared agenda for a tobacco-free Latino community.

Responsibilities:

The Program Administrator (PA), in partnership with HEC Leadership, provides direct administration, supervision, and leadership to the tobacco education program. The PA supervises program staff, completes progress reports, and coordinates the activities of the project. The PA conducts day-to-day planning, development, and implementation of the Scope of Work activities including: educational materials development, coordination/collaboration, training and technical assistance. The PA assists in the overseeing evaluation activities.

Job responsibilities include but are not limited to:

- Provide oversight to the development, coordination, and implementation of engagement and outreach activities that support scope of work deliverables.
- Research existing tobacco use prevention policies, ordinances, and legislation.
- Work with state technical assistance and training centers in the field of tobacco use prevention to obtain needed technical assistance to implement programs.
- Meet with and educate partners, policy makers, and community leaders about tobacco related policies and best practices.
- Organize and participate in local and regional community events including monthly health fairs, Women's Leadership Conference activities, Bi-National Health Week and other related events.
- Responsible for ensuring data collection, entry, database management are adequate as it relates to program activities.
- Prepares reports on program activities and outcomes.
- Supervises staff, subcontractors, consultants, interns, and volunteers to ensure accomplishment of designated program goals.
- Report community needs as they relate to the development of the strategic direction and funding opportunities of HEC.
- Work with HEC staff, Mexican Consulate Staff, subcontractors, and providers to implement work plan activities.
- Responsible in remaining current and knowledgeable of the latest information to best serve the Latino community.
- Collaborate with HEC programs to link and integrate activities/initiatives where appropriate.
- Participate as assigned in conferences, meetings, and special events, including regional Local Lead Agency (LLA) Tobacco Coalition Meetings
- Complete other duties as assigned by supervisor.

Minimum Qualifications:

- Bachelor's degree and at least 5 years' experience in working on or managing tobacco related, health promotion or education programs in the school, work, health and/or community setting.
- Demonstrated knowledge of the 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 (able to read, write, and speak).

Compensation

This is a full-time, exempt position. Salary will be commensurate with experience and education. The Health Education Council is an equal opportunity employer.

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

To apply, e-mail, fax or mail your resume, cover letter (please write “RE: Tobacco Policy Administrator” on cover letter) and one original writing sample to:

Health Education Council
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