



Tobacco Prevention Project Policy Coordinator Position Announcement

The Tobacco Prevention Project is part of the Community Wellness & Prevention Program (CW&PP) in the Public Health Division of Contra Costa Health Services. We are pioneers in efforts to reduce youth access to tobacco and in reducing secondhand smoke exposure in the county. CW&PP's approach to public health prevention involves working in collaboration with diverse communities to improve conditions that contribute to poor health. Our work is framed through identification of environmental, social, behavioral and economic factors that influence health and health disparities, and through support of those factors that promote community health and reduce factors that contribute to sickness and premature death.

The Tobacco Prevention Project will be expanding its program to include several new policy initiatives in the County to: 1) Reduce secondhand smoke exposure in outdoor areas and in multi-unit housing; 2) Reduce tobacco influences in the community, including land use restrictions and tobacco waste; 3) Reduce tobacco sales to minors; and 4) Reduce tobacco-related health disparities.

We're looking for a Coordinator to work as part of the team on policy-related functions, including community capacity building to address tobacco use through local tobacco policy change. Responsibilities may include, but are not limited to:

- Coordination of advocacy efforts related to adoption of policy initiatives, with the Contra Costa Tobacco Prevention Coalition, youth and adult community groups, key voluntary agencies; and others as appropriate.
- Developing the capacity of communities to advocate for tobacco control policies.
- Assisting with the implementation of the County's Secondhand Smoke Protections Ordinance.
- Providing technical assistance to cities in the development and implementation of citywide tobacco control policies.
- Responding to complaints regarding non-compliance with existing laws and ordinances, such as the County's Secondhand Smoke Protections Law, AB846 and others, by providing information and support to encourage enforcement.
- Assisting in data collection, assessment, planning and development of tobacco prevention strategies in the County.
- Providing training, technical assistance and information to the Tobacco Prevention Coalition and other Tobacco Prevention Project partners as needed for advancement of knowledge and skills in policy advocacy issues.

Minimum qualifications:

- Education: Possession of a Master's Degree from an accredited college or university with a major in public health, health services administration, social work, or a closely related field.

- Experience: One (1) year of full-time or its equivalent experience in a health services agency or program performing health promotion, health prevention or community health education work.
- Substitution: A Bachelor's Degree and two years of full-time or its equivalent experience in a health services agency or program performing health promotion, health prevention or community health education work.

The ideal candidate will demonstrate the ability to: work in a leadership role with teens and adults; develop and implement policy initiatives; communicate effectively with people from diverse communities; skillfully lead and facilitate groups; develop and present engaging presentations on tobacco prevention issues to both community and professional organizations; and apply community organizing principles and practices. Excellent organizational skills and demonstrated ability to write clear and concise reports, keep detailed records, and work well both independently and as a team member required. Knowledge of tobacco prevention preferred.

Additional Requirements: Must be willing to work flexible hours, including some evenings and weekends. Must possess a valid California driver's license and a reliable, fully insured automobile.

Salary commensurate with experience. Full time position; may be negotiated to .80 full time equivalent; Salary range \$4,788.06 - \$5,819.92 per month (for full time status), plus benefits. This is a contract position with an opportunity to compete for a similar county civil service position in the future.

To apply, please submit a letter of interest and resume to Denice A Dennis, MPH, Tobacco Prevention Project Manager, c/o Marta Rincon at marta.rincon@hsd.cccounty.us. No phone calls please.

Posted February 1, 2012. Open until filled.