

JOB DESCRIPTION FOR HEALTHY LIVING ASSISTANT PROGRAM COORDINATOR

The Healthy Living Assistant Program Coordinator will work under the supervision of the Program Coordinator and/or Executive Director to complete duties deemed necessary to develop and implement the Healthy Living Program under the guidelines of the Tobacco Settlement Endowment Trust (TSET) to change social norms and improve outcomes in the areas of tobacco control, nutrition, and physical activity within the four sectors of businesses, schools, cities and governments, and community organizations.

EDUCATION AND WORK EXPERIENCE:

Associates degree required and three years related experience.

POSITION ACTIVITIES AND DUTIES:

- Develops and maintains strong collaborative partnerships with key stakeholders (local, county-wide, and state-wide) and community partners for involvement in tobacco control, nutrition, and physical activity initiatives.
- Communicates program goals and success to professionals, decision makers, community leaders, contractors, and the media with the supervision of the Program Coordinator.
- Mobilizes community organizations to develop and implement community interventions and system and organizational level changes.
- Coordinates youth teams in school sector.
- Analyzes and stays abreast of public health policy and standards.
- Build and nurture community partnerships.
- Collaborate with the Program Coordinator for reporting purposes.
- Coordinates and facilitates resources for coalition meetings (may include but not limited to providing meeting accommodations and notices, logistical assistance, training opportunities, and other assistance as needed).
- Develop and present trainings to community groups, professional associations, employers, and key leaders.
- Develop media messages and cultivate media relationships with the supervision of the Program Coordinator.
- Complies with all program, financial, and evaluation guidelines and requirements of the grant.
- Attends all conferences, trainings, and other meetings required by the grant.
- Participates in all grant-related evaluation activities.

- Travel is required.
- May not serve as a coalition officer.
- Other duties as identified and assigned by the Program Coordinator and/or Executive Director.

KNOWLEDGE/SKILLS & ABILITIES:

- Skill in developing and delivering oral presentations.
- Capable of communicating effectively orally and in writing.
- Skill in coordinating training events and workshops for adults and youth.
- Knowledge of tobacco control, nutrition, and physical activity trends and strategies that target children, youth and adults, including advertising, policies and standards, and promising or best practices.
- Knowledge of both the programmatic and fiscal components of public health or social services program implementation.
- Demonstrated experience in formulating and implementing policies and procedures.
- Capacity to grasp abstract ideas and form a coherent picture.
- Ability to objectively analyze a situation and evaluate pros and cons of any course of action.
- Ability to work well with people of diverse backgrounds, perspectives and cultures.
- Must be willing to be a team player and work collaboratively with coalitions and community agencies.
- Must be an organized, proactive, work independently and be a self-starter; able to juggle numerous deadlines and various tasks.
- Technical skills and proficiency in computer applications for research and education.