

TOBACCO COALITION COORDINATOR (Project Position)

DEFINITION

Under general supervision, organize public and private agencies and businesses, and residents of the area to take action on problems and issues related to the prevention and control of tobacco use. Provide community assessment, development of educational outreach strategies to the general community as well as populations at increased risk, and assure appropriate services under a work plan developed in collaboration with the steering committee of the Tobacco Free Dane County Coalition.

EXAMPLES OF DUTIES

Encourage collaboration among direct service providers and community based organizations and individual citizens to work together to ensure comprehensive tobacco prevention and control services for the Dane County community; develop leadership of groups, committees and area organizations in the county for service provision and recruitment; establish system to support qualified service providers to provide broad coverage of the county; establish services and linkage to ensure that community groups and individuals receive active support in their efforts to discourage tobacco use, and encourage and assist people who wish to discontinue tobacco use to do so successfully.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from a college with a Bachelor's degree in health education or related field and one year experience in tobacco control, public health or other community or health related activities.

Knowledge, Skills and Abilities: Knowledge of public health education in public health practice; knowledge of public health philosophy and community resources; possession of organizational and decision making skills; excellent written and oral communication skills ability to participate in data collection, report writing, audits and develop and evaluate programs; ability to self-organize work within a system of flexible scheduling; and ability to interact effectively with others.

Special Requirements: Possession of, or eligibility for, a valid Wisconsin driver's license and access to reliable personal motor vehicle transportation.

H:\PERSONNL\CLS-SPEC\Tobacco Coalition Coordinator – 05/06/01