

TOBACCO COALITION SPECIALIST (Project Position)

DEFINITION

Under general supervision, work collaboratively with the Program Coordinator to manage the grant funds received by Dane County from the Wisconsin Tobacco Control Board; process secondary purchase of service contracts with community-based organizations, receive activity reports, file timely reports with the State and perform other administrative support functions for the Program.

EXAMPLES OF DUTIES

Prepare grant contracts and send them to grantees; serve as primary contact with grantees to respond to questions regarding grant management; process invoices from grantees for timely payment; attend local, regional and statewide tobacco coalition meetings and provide input; arrange local health fairs in various communities in Dane County; prepare and mail surveys; develop advertisements for local print and visual media groups; develop written materials and public service announcements for community education.

EMPLOYMENT STANDARDS

Education and Experience: A two year Associate degree in a human services field (e.g., psychology, sociology, nursing, counseling, communications) and two years relevant work experience in the area of tobacco prevention and control or other community-based health services or a Bachelor's degree in a human services field and one year relevant work experience.

Knowledge, Skills and Abilities: Knowledge of preventative healthcare objectives as they relate to tobacco prevention and control; knowledge of PC programs, including ACCESS; knowledge of community-based techniques for reducing youth access to tobacco, for supporting tobacco cessation efforts and for preparation and implementation policies that will discourage tobacco use; possession of effective interpersonal skills; effective time management skills; ability to collect, organize and analyzes data; ability to use problem solving skills to effectively resolve program/client issues and the ability to manage multiple tasks simultaneously.

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