

Communities Putting Prevention to Work
a project of Respiratory Health Association of Metropolitan Chicago and
The City of Chicago, Department of Public Health

Job Title: Program Coordinator (2 positions available)

Overview: Excellent job opportunity for a highly motivated individual to coordinate multiple tobacco control activities throughout the Chicago metro area to help reduce tobacco-related morbidity and mortality among youth and adults. The Program Coordinators will conduct outreach and provide technical assistance to subcontractors and other organizations targeted by the project, conduct field visits, provide trainings and assist in the development of project protocols and other materials. Knowledge of tobacco control is preferred for these positions. Competitive salary and benefits commensurate with experience.

Reports To: CPPW Program Manager

Project Duration: 24-month funded project term (Please note: This employment is at will; opportunity for future employment dependent on funding status and job performance).

Starting Date: March, 2010

Status: Full-time, Non-exempt

Position Reference Number: CPPW005

Key Responsibilities:

- Conduct outreach and provide technical assistance to subcontractors and other community-based organizations, faith-based organizations, schools, youth groups, businesses, etc.
- Conduct field visits, provide trainings, and monitor subcontractors under the direction of the Project Manager and other members of the planning team.
- Assist in the development of project protocols and other materials.
- Work with Project Manager and other members of the planning team to ensure successful and timely implementation of tobacco control activities.
- Coordinate ongoing communication with partners to ensure effective use of resources.
- Develop and manage project databases for monitoring and evaluation purposes.
- Attend project meetings and prepare reports as needed.
- Monitor and track programmatic budget expenditures.
- Facilitate tobacco dependence treatment programming as needed.
- Perform tasks in support of day-to-day project operations, such as tracking workflow and reviewing materials and outputs, and provide routine administrative support.

Qualifications:

- Bachelor's degree and 1-2 years relevant work experience
- Advanced computer skills and proficiency with Microsoft Office
- Excellent verbal and written communication skills
- Excellent record-keeping and organizational skills
- Ability and willingness to travel to subcontractor meetings and project sites throughout Chicago by car or public transit
- Ability to prioritize and perform multiple tasks
- Experience working within a multidisciplinary team
- Familiarity with Chicago communities
- Some knowledge of tobacco control preferred
- Background in health policy, school health, or health behavior and health education and/or previous experience in a health-related organization preferred

Please note: Filling this position is contingent upon being awarded funds under the CDC Communities Putting Prevention to Work program. If awarded, these will be American Recovery and Reinvestment Act funds, and requires compliance with reporting and evaluation requirements specific to the award. Respiratory Health Association of Metropolitan Chicago is fully committed to equal opportunity in employment in accordance with applicable laws and regulations and is an Equal Opportunity and Affirmative Action employer. Respiratory Health Association does not hire persons who smoke, and

forbids smoking in the workplace.

To apply: Email résumé and cover letter by March 1, 2010 to cppwjobs@lungchicago.org. Please include the Position Reference Number (above) and your name in the subject line. If you are applying for multiple CPPW positions, please send only one email, but include the Position Reference Numbers for each of the positions for which you wish to be considered in your subject line.