

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: School Policy Coordinator (1 position available)

Overview: Excellent job opportunity for a highly motivated individual to coordinate school-based tobacco control policy activities in cooperation with Chicago Public Schools (CPS). Activities will build upon the existing CPS wellness policy, which will be updated to include a provision on tobacco control. The School Policy Coordinator will work closely with CPS administrators and individual schools to implement system-wide tobacco awareness education among teachers. In addition, the School Policy Coordinator will provide day-to-day support for conducting a YRBSS in CPS and performing all necessary reporting on school-based policy and system change efforts. 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: CPPW 004

Key Responsibilities:

- Work with Chicago Public Schools administrators to coordinate the YRBSS effort.
- Work with CPS administrators to update the CPS Wellness Policy to include tobacco, and to create metrics and reporting system for schools to report on implementation of the Wellness Policy.
- Coordinate communication with school personnel and others as needed.
- Draft fact sheets, reports and other resource materials.
- Develop web-based materials for faculty/staff to raise awareness and support for tobacco control policy objectives.
- Work with Project Manager and other members of the planning team to ensure successful and timely implementation of tobacco control policy activities and YRBSS.
- Develop and manage project databases for monitoring and evaluation purposes.
- Attend project meetings and prepare reports as needed.
- Monitor and track policy-related budget expenditures.
- 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 throughout Chicago by car or public transit
- Ability to prioritize and perform multiple tasks
- Experience working within a multidisciplinary team
- Familiarity with Chicago neighborhoods and Chicago Public Schools
- 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.