

COALITION FOR A TOBACCO-FREE HAWAII' POSITION DESCRIPTION

Position Title: Community Coalition Coordinator
Accountable to: Deputy Director
Status: Non-Exempt
Date: February 11, 2010

Position Summary:

The Coalition Coordinator develops and maintains an active community tobacco control coalition within a geographic or program area in support of tobacco control programs/partnerships to create positive behavior change through systems, policy, and professional community planning services consistent with the Hawaii Tobacco Control Strategic Plan. This position description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the areas of responsibilities or skills that may be required.

Essential Duties/Functions:

1. Staffs and facilitates an active and representative tobacco control coalition. Works in multiple disciplinary areas of tobacco control to facilitate local strategic planning processes and programs that focus on the CDC goals for a comprehensive tobacco control program (prevention, cessation, secondhand smoke, and identifying/eliminating disparities) through, but not limited to, such strategies as advocacy, programmatic efforts, and capacity building. Also, may be assigned specific program responsibility.
2. Maintains effective and professional working relationships with all stakeholders to assist in developing short and long-term goals.
3. Enlists and develops support from members (staff and volunteers) of the community, government, private and non-profit agencies to build support and advance program effectiveness.
4. Attends quarterly board meetings as needed; organizes and holds regular monthly meetings of community coalition, committees and/or advocacy work groups to coordinate the development and implementation of an annual work plan; facilitates and tracks activities and meeting. Develops, produces, and disseminates tobacco control resources and data specific to area; prepares reports on progress against plan.
5. Develops and implements annual Community Initiative Projects; demonstrates leadership in broad outreach to disparately-affected populations; provides ongoing training and technical assistance in tobacco control to enhance capacity of coalition members.
6. Initiates community-building in tobacco control and outreach for coalition members/member organizations; provides resource and presentations to stakeholders on current tobacco control topics; provide community members and organizations with technical support to ensure the continued expansion, diversity and effectiveness of these groups.
7. Promotes sustainability; researches and develops resources, encourages in-kind contributions; prepares public and private grant applications; identifies new sources of funding and supports fund raising efforts.
8. Prepares reports and related documents as required. Administers surveys; produces and disseminates tobacco control resources, materials/data to enhance community tobacco control program planning.
9. Collaborates with CTFH staff, TPEP staff, statewide coalition members, agencies, and organizations on projects, task forces, and committees to accomplish strategic plan goals; coordinates and integrates tobacco control programs with chronic diseases, including, cancer, asthma, diabetes, cardiovascular disease, and others.

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10. Participates in training opportunities; stays current in tobacco control issues, programs, and changes to establish and maintain credibility across various disciplinary professions.
11. Actively builds grassroots networks. Develops communication plan for community, media, and legislative members.
12. Participates in planned communication through scheduled meetings and conference calls; follows all CTFH policies and procedures; promotes and support organization's mission/vision, goals and values.

Mental Demands:

Ability to attend to detail, skill in accuracy flexibility, timeliness, reliability; ability to work under deadlines with multiple concurrent tasks; ability to maintain effective professional relations with a variety of personality types and philosophies.

Physical Demands:

Ability to maintain assigned regular office hours, and sit for periods of time in an office or meeting environment; occasional interisland and mainland travel. Employees in this position may not use tobacco or nicotine products.

Communication Demands:

Ability to work with conflicting points of view, build and establish effective professional working relationships; function well under pressure and demonstrate discretion, integrity, fair mindedness and a persuasive, congenial personality.

Qualification Requirements:

➤ Skills/Knowledge:

1. Possess community organizing skills.
2. Knowledge of program planning, methods, and quality improvement
3. Excellent oral and written communication and interpersonal skills
4. Ability to provide positive effective leadership and coaching skills
5. Excellent computer skills, database management/record keeping
6. Demonstrate respect and sensitivity for cultural diversity
7. Ability to work and complete assignments independently and as team member
8. Strong familiarity with tobacco control; partnership building and grant writing

➤ Education and Experience:

A Bachelor degree in a related field and experience in community based organizations or programs preferred. Any combination of education and experience that demonstrate the ability, skills and knowledge to perform the duties.

I have read and understand this position description, and have received a copy for my files.

Signature

Date