

**CROWLEY'S RIDGE DEVELOPMENT COUNCIL, INC.**  
**PREVENTION PROGRAM**  
**JOB DESCRIPTION**

POSITION:	TOBACCO EDUCATION COORDINATOR
FLSA CLASS:	FULL-TIME, NON-EXEMPT
PROGRAM:	PREVENTION
REPORTS TO:	DIRECTOR OF PREVENTION
POSITION DIRECTLY SUPERVISES:	NONE
GRADE:	03

---

**General Description:**

Work under the direction of the Director of Prevention Services to provide services as outlined under the Tobacco Prevention and Cessation Program grant guidelines.

**Essential Functions:**

1. Assemble community coalitions as directed by grant
2. Oversee data collection and community assessment efforts
3. Organizes testimony for public hearings
4. Develop media plan and education materials
5. Works closely with committee to troubleshoot problems and to decide how issues should be addressed
6. Ensures that activities are evaluated, and feedback is used to facilitate ongoing work of both the youth and community coalitions
7. Collects information on key political, scientific, social, and legal issues that arise
8. Fields calls from community residents requesting more information on secondhand smoke or the smoke-free policy efforts
9. Provides guidance, support, training and tools to community coalition to carry out smoke-free policy work
10. Provides logistical support for coalition meetings
11. Manages database of coalition members, media, and community contacts
12. Meets with stakeholders and influential decision makers to build support for coalition activities and smoke free policies
13. Contacts community leaders through visits, phone calls, letters, emails etc. to provide education on impact of tobacco on health and economy of counties represented
14. Other duties as assigned

**Qualifications and Education:**

1. The required minimum qualification is a bachelor's degree and/or three years of experience in advocacy, tobacco control, or similar field (e.g., health education, teaching). Other job-related education and/or experience may be substituted for all or part of these basic requirements.

2. Communication skills, both verbal and written, that allow for education of business owners, school officials, elected officials and members of the community including all ages and backgrounds

**Physical activity:**

1. Ability to lift and carry up to 35lbs

**Special Requirements**

1. Knowledge of the prevention field
2. Public speaking skills
3. Reliable transportation with liability insurance
4. Valid Driver's license
5. Direct Deposit
6. Ability to effectively work and communicate with various groups and individuals of diverse backgrounds and educational levels
7. Ability to think and write critically in preparing technical documents and reports
8. Ability to use data driven plans and SPF in determining direction of prevention efforts for self and when providing TA to others
9. Ability to follow direction; adhere to protocol; interpret and apply policy to job duties
10. Computer skills: Microsoft Word, Excel, Power Point, Outlook, etc.

**Background Check:**

All CRDC applicants must complete a background check, drug screen, and driving records check.

**Supervisory Relationships:**

While the Tobacco Education Coordinator must work independently to satisfy grant requirements, the Tobacco Education Coordinator is officially an employee of Crowley's Ridge Development Council, Inc. and is under the direct supervision of the Prevention Program Director.

**Travel:**

Requires extensive travel in counties served and limited in-state travel

**Hours per day or week:**

Full time position

40 hours per week; 52 weeks per year

Some evenings and weekends

**Prevention Hiring Policy:**

The Prevention Program at Crowley's Ridge Development Council will only hire tobacco and nicotine free employees. Applicants who admit to the use of any form of tobacco or vaping product will be considered ineligible for hire, but may reapply for consideration after a period of six months. Employees are expected to make every effort to avoid the use of tobacco and nicotine products which includes, but is not limited to: cigarettes, cigars, smoking materials, chewing tobacco, snuff, and electronic cigarettes.

**Procedure:**

1. The Prevention Program at Crowley's Ridge Development Council, Inc. will implement the practice of hiring only tobacco and nicotine free employees effective June 1, 2021 to foster a

healthier work environment and promote a healthy lifestyle and to model the behaviors we promote to the community.

2. Pre-employment drug testing for applicants will include testing for nicotine. Applicants who test positive for nicotine will not be considered for employment.
3. Current employees and those hired before June 1, 2021 who use tobacco or nicotine products will not be affected. However, they will be encouraged to stop use and will be supported in finding appropriate cessation programs if they desire.

Applicability:

This policy applies to all employees of the Prevention Program at Crowley's Ridge Development Council.

**Signatures:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Job Description Reviewed and approved:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_