# Columbia County Community Healthcare Consortium, Inc.

**Job Description**

# Position Title: Youth Engagement Coordinator

# Job Class: Program Coordinator

# Program: Tobacco-Free Action

**Reporting Location:** 325 Columbia Street, Suite 200, Hudson, NY 12534

**Reports to:** Program Director

**FLSA Job Classification:** Non-exempt

**Position Summary**

The Youth Engagement Coordinator is responsible for managing all day-to-day program operations of the youth action component of the program. This includes conducting outreach to and maintaining communication with school and community-based youth groups, developing relationships with student leaders and group advisors, conducting training and education on tobacco-related issues, and providing youth with guidance and resources to carry out tobacco control interventions, such as public education and awareness activities, mobilizing community support for policy change initiatives, and meeting with elected officials. It also includes managing social media platforms and establishing rapport with community leaders, elected officials and other decision-makers. The Youth Engagement and Community Engagement Coordinators work collaboratively to ensure that all program assets and resources are employed effectively and efficiently to meet shared goals and outcomes as outlined in the annual Work Plan.

# Qualifications:

* Bachelor’s degree or 3 years relevant experience
* Computer competence with Microsoft Word and Excel
* Knowledge/experience with creating and maintaining social media platforms: Facebook, Twitter & Instagram
* Demonstrated proficiency in public speaking and writing skills
* Knowledge/experience in public health education, social work or community organizing, sales/marketing/communications, teaching, or other relevant field. Experience working with youth preferred.

# Primary Functions

1. **Program Planning & Development**
	* Maintains professional level of knowledge and understanding of tobacco-related issues and of tobacco control and prevention agendas
	* Contributes to team development of Work Plan strategies and activities
	* Participates in staff meetings, Work Group meetings and other problem-solving activities
	* Attends required BTC trainings and applies learning to program planning
	* Participates in regional and statewide planning meetings and conference calls

# Program Operations & Implementation

* + Recruits youth and youth groups in each county to engage in community education and advocacy activities in support of tobacco-related policy change. Some of these youth may identify as members of Reality Check, the official designation for the NYS Tobacco Control youth movement
	+ Provides continuous training, guidance and support for all involved youth
	+ Obtains and maintains all required signed parental permission forms for youth participation, travel, and photo release for earned media and other publicity
	+ Engages teens 13-18 to participate in statewide Reality Check branded events, including Youth Summit and Legislative Day
	+ Manages all social media platforms for the program; keeps content current and relevant; makes connections with community leaders and decision-makers through social media
	+ Carries out Work Plan activities and monitors progress toward meeting goals
	+ Builds and maintains relationships with community leaders and state and local elected officials
	+ Participates in community events and engages with organizations that have a shared interest in public health, social justice, children’s welfare, or community organizing
	+ Seeks out networking opportunities and maintains communication and collaboration with community partner organizations
	+ Maintains coordinated effort with Community Engagement Coordinator
	+ Provides Program Director with monthly report of YE activity
	+ Completes Purchase Order and other financial documentation

# Systems Coordination

* + Participates in agency staff meetings
	+ Maintains regular contact with Regional TCP partners
	+ Maintains communication with state & local elected officials

# Expectations of All Staff

## Adhere to the mission and values of the organization.

1. Adhere to the policies and procedures of the organization.
2. Treat all clients with dignity and respect.
3. Maintain the confidentiality of clients and staff.
4. Maintain the safety of the workplace.
5. Follow directives.
6. Make prudent use of resources.
7. Display a cooperative attitude as a member of both a program team and the agency overall.
8. Be punctual and dependable.
9. Be flexible and accommodating.

**MINIMUM POSITION REQUIREMENTS AND WORKING CONDITIONS**

**REQUIRED EDUCATION, EXPERIENCE AND SKILLS:**

Bachelor’s Degree or 3 years relevant experience in community organizing, social work, teaching, or working with youth. Public speaking & writing skills. Computer competence with Microsoft Word & Excel. Ability to relate to young people.

# OTHER REQUIREMENTS:

* Check off all qualifications that are *required* for this position.

\* Those qualifications that are *preferred* may also be indicated putting an asterisk next to them.

**PHYSICAL REQUIREMENTS**

* Sedentary work--Prolonged periods of sitting and exerts up to 10 lbs force occasionally.
* Light work--Exerts up to 20 lbs force occasionally, and /or up to 10 lbs frequently.
* Medium work--Exerts up to 50 lbs force occasionally, and/or up to 20 lbs frequently, and/or up to 10 lbs constantly.
* Heavy work--Exerts up to 100 lbs force occasionally, and/or 50 lbs frequently, and/or 20 lbs constantly.
* Very heavy work--Exerts over 100 lbs force occasionally, and/or over 50 lbs frequently, and/or over 20 lbs constantly.

**The minimum requirements of this position require the individual to:**

* Stand for up to hr(s)/day

🗹Sit for up to 5 hr(s)/day

 🗹Walk for up to 2 hr(s)/day

❑ Perform repetitive tasks/motions

❑ Distinguish colors

* Hear alarms/telephone/tape recorder/normal speaking voice
* Have good manual dexterity

 Have good eye-hand-foot coordination

 🗹Have clarity of vision: Near (< 20”); Mid (>20” - < 20’); ar (> 20’)

**Evaluate the requirements and activity percentage in time for this position based on the following:**

*1 - Not at all (0%); 2 - Occasionally (1 - 33%); 3 - Frequently (34 - 66%); 4 - Continuously (67 - 100%)*

|  |  |  |  |
| --- | --- | --- | --- |
|  1  | Climbing |  2  | Reaching above head |
|  2  | Bending |  2\_ | Reaching above shoulder |
|  2  | Crouching |  2  | Twisting at waist |
|  2  | Squatting |  2  | Push/pull (up to 20 lbs) |
|  1  | Crawling |  2  | Lift/carry (up to 10 lbs) |
|  2  | Kneeling |  2  | Lift from floor level up |
|  2  | Balancing |  2  | Lift from waist level up |
|  1  | Pulling with force |  2  | Lift above shoulders/head |

**OTHER REQUIREMENTS**

🗹Ability to work flexible work hours (some evenings and weekends)

* Manages stress appropriately
* Makes good decisions under pressure
* Manages anger/fear/hostility/ violence of others appropriately
* Handles multiple priorities
* Manages conflict resolution
* Able to work alone/independently
* Able to work in areas that are confined and/or crowded

🗹Valid NYS Driver’s License

**WORKING CONDITIONS**

* Exposure to toxic/caustic/chemicals/detergents  Primarily indoors
* Exposure to extreme conditions, hot/cold  Primarily outdoors
* Exposure to dust/fumes/gases  Combination of indoors and outdoors (50:50)
* Exposure to moving mechanical parts  CRT (computer) monitor
* Exposure to communicable diseases  Operating heavy equipment
* Exposure to excessive sunlight OTHER:

## This job description was reviewed and approved as follows:

## Program Director Date

## Executive Director Date

The job description is effective on March 4, 2016.

 EMPLOYEE RECEIPT/ACKNOWLEDGEMENT

By signing below, I acknowledge that the job description for this position is not designed to cover or contain a comprehensive listing of tasks, activities, duties or responsibilities. Additionally I acknowledge that management reserves the right to revise the job description and to require that other tasks be performed when the circumstances of the job change (for example, emergencies, and changes in personnel, workload or technical development).

Employee Name: Employee Signature: Date:

I, , have received and reviewed the job description for the position of [Position Title]. I understand the responsibilities of this position.

## Employee Signature Date