**Columbia County Community Healthcare Consortium, Inc.**

**Job Description**

**Position Title: Community Engagement 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 Community Engagement Coordinator is responsible for**

**managing all day-to-day program operations of the community engagement**

**component. This includes conducting outreach to and establishing rapport with**

**community leaders and elected officials; advocating with decision-makers; carrying**

**out public education and awareness activities; and mobilizing community support**

**for policy change initiatives. The CE Coordinator works collaboratively with the**

**Youth Action Coordinator to ensure that all program assets and resources are**

**employed effectively and efficiently to meet shared goals and outcomes.**

**Qualifications: Minimum agency educational requirement is a high school diploma**

• **Bachelor’s degree/ Associates degree preferred**

• **Computer competence with Microsoft Word and Excel**

• **Demonstrated proficiency in public speaking and writing skills**

• **Knowledge/experience in public health education, social work or community**

**organizing, corporate sales/marketing/communications, or other relevant field**

**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**

**2. Program Operations & Implementation**

• **Carries out Work Plan activities and monitors progress toward meeting goals**

• **Builds and maintains relationships with community leaders and state and local**

**elected officials**

• **Carries out presentations to community organizations and other educational**

**activities to raise public awareness of tobacco-related problems and policy solutions**

• **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, such as Chambers of Commerce**

• **With RC Coordinator, recruits non-Reality Check youth groups to be involved in POS**

**public education activities**

• **Maintains coordinated effort with Reality Check Coordinator and youth**

• **Provides Program Director with monthly report of CE activity**

• **Completes Purchase Order and other financial documentation**

**3. 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**

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

2. Adhere to the policies and procedures of the organization.

3. Treat all clients with dignity and respect.

4. Maintain the confidentiality of clients and staff.

5. Maintain the safety of the workplace.

6. Follow directives.

7. Make prudent use of resources.

8. Display a cooperative attitude as a member of both a program team and the agency overall.

9. Be punctual and dependable.

10. Be flexible and accommodating.