**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 Community Engagement Coordinator works collaboratively with the Youth Engagement Coordinator to ensure that all program assets and resources are employed effectively and efficiently to meet shared goals and outcomes.

**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 Bureau of Tobacco Control 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
* In collaboration with Youth Engagement Coordinator, recruits youth groups to be involved in public education activities
* Assists Youth Engagement Coordinator with managing social media platforms
* Maintains coordinated effort with Youth Engagement Coordinator
* Provides Program Director with monthly report of Community Engagement activity
* Completes Purchase Orders and other financial documentation

**3. Systems Coordination**

* Participates in agency staff meetings
* Maintains regular contact with Regional Tobacco Control Partners
* Maintains communication with state & local elected officials
* Participates in Community Health Improvement Planning (CHIP) and ongoing assessment/reporting meetings
* Participates in networking meetings in both counties

# Expectations of All Staff

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

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

**MINIMUM POSITION REQUIREMENTS AND WORKING CONDITIONS**

**REQUIRED EDUCATION, EXPERIENCE AND SKILLS:**

Bachelor’s degree or 3 years relevant experience in public policy, public health education, social work, community organizing, sales/marketing/communications, teaching, or other relevant field; computer competence with internet searches, email readers, Microsoft Word and Excel; demonstrated proficiency in public speaking and writing skills.

# 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 some evenings/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

This description is effective on January 1, 2020.

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 Community Engagement Coordinator. I understand the responsibilities of this position.

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Employee Signature Date