

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: TOBACCO, VAPE AND E CIG PREVENTION AND POLICY SPECIALIST

Pay Status: Executive _____ Management _____ Staff X
Contract _____ Exempt _____ Non-Exempt X

Reports To: Human Services Director

Date Summary Established: 12/14

Last Revision Date: 8/20

Written By: Human Services Director

Approved By: Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

POSITION SUMMARY

Implement the program activities/components outlined in the WA DOH Contract - Public Health Departments, also, the National Alliance for Hispanic Health/Nuestras Voces Research, King County Marijuana Advisory Committee and the Muckleshoot Tribe/ECDLR Smoking Cessation Work Plan. Develop and teach an anti-smoking, tobacco, vape, e cigs curriculum to Latino youth advocates, advocate for policy change, and participate in educating families and youth about the harm from smoking, vaping and tobacco/marijuana use state-wide.

This position is based at El Centro de la Raza's Federal Way office.

ESSENTIAL FUNCTIONS

- Develop and implement the 2020-2021 DOH work plan to reduce tobacco disparities.
- Execute 2020-2021 work plan outlined by the National Alliance for Hispanic Health/ Nuestras Voces Research.
- Support the Nuestras Voces work plan coordinator as needed.
- Support or enhance existing culturally and linguistically appropriate youth leadership development programs and activities to educate decision makers on vapor product industry practices and Tobacco 21 (T21).
- Develop information tools and information for advocates.

- Work collaboratively with Human Services Director for guidance on policy work on updates to the Executive Director and Leadership team.
- Prepare monthly program reports and Nuestras Voces Research invoices, including CSBG mid and end of year reports and monthly report for Board of Directors.
- Engage in webinars, conference calls as related to contracted work.
- Develop and initiate strategies to conduct outreach and education on tobacco, vape and e cigarettes and current policy initiatives through local and social media.
- Communicate with the alliance staff or its agents and/or other representatives via written reports describing progress and issues pertaining to the Nuestras Voces Research Project. The information provided must be complete and responsive to the information requested.
- Coordinate workshops in Seattle and South King County Public High School youth program coordinators to provide prevention information in accordance with work plan.
- Weekly meets with Human Services Director regarding policy, prevention and progress of the overall scope of work.
- Attend weekly Charla meetings, staff meetings, case manager meetings & monthly general meetings.
- Provide work on Virtual platforms as needed during COVID-19.
- Perform other duties and responsibilities as assigned.

MEASURABLE STANDARDS

- Must have a proven ability to work remotely and experience using virtual platforms.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the general public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- B.A. degree
- 5 years of work experience
- 5 years of experience working in social services and/or policy work or/other relevant work experience.
- Experienced in utilizing virtual platforms.
- Bilingual Spanish/English both written and oral fluency.
- Must have a car and a valid Washington driver's license and show evidence of insurability.
- Must have excellent oral, written and organizational communication skills.
- Experience in presentations and facilitating groups.
- Must be effective in conflict resolution.
- Must have excellent computer skills, specifically in Excel & Power Point.
- Familiar with Outcome and Indicator Reporting.
- Must have good attention to detail.
- Experience working with immigrant/refugee populations.

WORKING CONDITIONS/ENVIRONMENT

The position will require a minimum of 40 hours per week remotely and in ECDLR office. The position may require evenings and weekend work. May require local travel for presentations, meetings, and workshop locations.

NOTES AND SPECIAL REQUIREMENTS

A criminal background check is required for this position, due to the fact that this individual works with families & youth on a regular basis. The above duties or working procedures describe the chief function of the job and are not considered to be a detailed description of every duty of the job. Requires a 6-month probationary period. Must follow all ECDLR protective measures.

BENEFITS

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Shannon Armstrong at sarmstrong@elcentrodelaraza.org, or stop by El Centro de la Raza at 2524 16th Ave S, Seattle, WA 98144, to drop off a resume. If you have questions, please call 206.957.4626.