



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

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

FLSA Status: FULL TIME, non-exempt

Department: Human Services /Frances Martinez

Reports to: Human Services Director

Pay Range: \$26.00/hour

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

Implement the program activities/components outlined in the WA DOH Contract - Public Health Departments, 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.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities and activities may change at any time with or without notice. Requires a 6 month evaluation period.

ESSENTIAL QUALIFICATIONS:

- B.A. degree
- 3 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.

ESSENTIAL FUNCTIONS:

- Develop and implement the 2021-2022 DOH work plan to reduce tobacco disparities.
- 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, work plan updates, 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 on-going related policy work. 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 by the Director.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite

WORKING CONDITIONS:

Works in a general office environment and a classroom environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel.

- Remote work eligible: Employee is expected to work from their remote work site M- F, 8:00a.m. – 5:00p.m. until deemed otherwise.
 - El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead



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- Ability to operate telephone, desktop or laptop computer.
- Ability to lift up to 30 lbs.

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021