



Position: Tobacco Cessation Coordinator

Basic Qualifications:

- Masters of Public Health or related field
- Experience in community based organizations and/or programs
- Knowledge of grant writing
- Excellent written and verbal communication skills
- Valid driver's license and reliable transportation

Preferred Qualifications:

- Certification as a Health Education Specialist (CHES)
- Certified Tobacco Cessation Specialist (CTTS) **Will become certified within 6 months of hire.*

Responsibilities:

Works in multiple disciplinary areas of tobacco control to coordinate local strategic plans and programs that focus on goals for a comprehensive tobacco control program (prevention, cessation, and identifying/eliminating disparities) with community partners.

Maintains effective and professional working relationships with all stakeholders to assist in developing short and long-term goals of the program by enlisting and developing support from all stakeholders to build support and advance program effectiveness.

Implements the Project Work Plan as outlined in the Community Cessation Initiative Grant.

Develops health marketing plans with the agency Public Information Officer that promote tobacco prevention and cessation.

Collaborates with TLCHD staff, coalition members, organizations and other state departments on projects, task forces, and committees to accomplish strategic plan goals; coordinates and integrates tobacco control programs with chronic diseases, including cancer, asthma, diabetes, cardiovascular disease and others.

Coordinates tobacco cessation activities and completes the project evaluation process.

Represents the Health Department at meetings, public speaking engagements and other events.

Promotes program sustainability by researching and developing resources; encourages in-kind contributions; prepares public and private grant applications; and identifies new sources of funding.

Prepares reports and related documents as required; administers surveys, produces and disseminates tobacco control resources and materials; and uses data to enhance community tobacco control program planning.

Other Duties & Responsibilities: Attends trainings, serves as a Health Department representative to community stakeholders, travels as needed, and other duties as assigned.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us

Toledo-Lucas County Health Department
Attn: Khayla Trego

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