



Position: Tobacco Prevention Coordinator

Basic Qualifications:

- Bachelors in Public Health, Health Educator, or Health Science Field
- Experience in community based organizations and/or programs
- Knowledge of grant writing
- Excellent written and verbal communication skills
- Experience or background in Tobacco Prevention, Cessation, and Enforcement.
- Valid driver's license and reliable transportation

Preferred Qualifications:

- Master's of Public Health or related field
- Certification as a Health Education Specialist (CHES)
- Certified Tobacco Cessation Specialist (CTTS) **Will become certified within 6 months of hire.*

Responsibilities:

1. Collaborates with agencies, organizations, and civic groups to determine community health needs and the availability of services. Develops goals for meeting these needs.
2. Designs and conducts evaluations and diagnostic studies to assess the quality and performance of health education programs.
3. Develops and presents health education and promotion programs such as training workshops, conferences, and school or community presentations.
4. Develops operational plans and policies necessary to achieve health education objectives and services.
5. Develops, conducts, and coordinates health needs assessments and other public health surveys.
6. Provides guidance to agencies and organizations in the assessment of health education needs, and in the development and delivery of health education programs.
7. Develops and maintains health education libraries to provide resources for staff and community agencies and develops social marketing materials to promote health education topics and programs.
8. Assists with developing, preparing, and coordinating grant applications and grant-related activities to obtain funding for health education programs and related work.
9. Promotes, maintains, and improves individual and community health by encouraging and assisting in the adoption of healthy behaviors.

10. Implement evidence-based tobacco cessation interventions aimed at disparate populations; this includes individual and group cessation services

Other Duties & Responsibilities: Maintains databases, email lists, telephone networks, and other information to facilitate the functioning of health education programs as well as 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 Finnegin
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Toledo, Ohio 43604

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