

Tobacco Free Allegheny
Program Assistant
Position Description

The Program Assistant's primary role is to support the programmatic needs of the organization with a particular emphasis on prevention programming. The program assistant works collaboratively with the Program Coordinator, and may be called upon to assist with program efforts that benefit the organization. The Program Assistant has primary responsibility for the following programs: [TRU \(Tobacco Resistance Unit\)](#), [Healthy Corner Store Initiative](#), and [Young Lungs at Play](#). The Program Assistant will assist with maintaining the organization's website and social media platforms (Facebook, Instagram, Twitter, and Youtube). A four year college or university degree is strongly preferred or commensurate experience considered. This position reports to the Program Coordinator. This is a non-exempt position.

Responsibilities:

- Demonstrated experience and results through all phases of project management, independently managing from implementation to evaluation
- Initiates, creates and encourages interest and action regarding tobacco prevention programming with schools, community organizations, health agencies, and municipalities
- Coordinate with TRU staff to increase youth and advisor membership and develop activities that meet DOH requirements
- Recruit, train, and maintain relationship with stores enrolled as PA Healthy Corner Stores
- Recruit and assist municipalities and organizations that wish to implement Young Lungs at Play
- Assists in the management of the content of the organization website and social media platforms.
- Consults with and forms partnerships with community organizations to provide technical assistance and gain local support for tobacco control initiatives.
- Serves as liaison to current partners in prevention efforts.
- Assists in identifying gaps in tobacco control services.
- Provides oversight and assistance to ongoing projects as requested by the Chief Operating Officer and Program Coordinator.
- Assists in coordinating trainings and education programs.
- Investigates and explores new opportunities for collaboration in relation to specific programs.
- Represents the organization at community events and health fairs.
- Meets with Allegheny county legislators to advocate for tobacco control programs.
- Provides assistance in the area of Act 112 Enforcement including, but not limited to preparation of Private Criminal Complaints, hearing notices for officers, and educational programming for local leaders.
- Maintains clip file of all tobacco related articles in local print media
- Scans news wires for tobacco related news nationally and internationally

Other:

- Remains current on the state of the science in tobacco prevention and control.
- Represents the organization at community events.
- Participates in weekly staff meetings.
- Travels to and from various locations in order to carry out the responsibilities of the position.
- Participates in local, regional, and statewide meetings as required by the organization.
- Performs additional duties as needed to assist the organization in achieving its goals.

The ideal candidate will have/be:

- Demonstrated and proven ability or experience in the following:
 - All phases of project management, from implementation to evaluation
 - Social media literacy and development
 - Ability to devise and implement trainings and workshops
 - Ability to establish collaborative professional relationships.
- Exceptional attention to detail and organizational skills
- Fast learner
- A valid PA Driver's license and vehicle are necessary for this position.
- Ability to secure Act 33/34 clearance required

Salary range is between \$37,000 and \$43,000, with a comprehensive benefits package.

Please submit a cover letter and resume to jobs@tobaccofreeallegheeny.org by Friday, March 16th.