

Tobacco Free Baltimore Coordinator Baltimore City Health Department

The Tobacco Free Baltimore Coordinator will be responsible to cohesively coordinate the outreach, smoking cessation, and youth activities of the program to address disparities in tobacco use.

The coordinator:

- Plans and coordinates the programming and activities, developing long-range goals, obtaining funds, organizing activities, ensuring compliance with operational or program standards or contractual terms and evaluating outcomes
- Prepares grant proposals and reports by assembling materials and writing grant applications
- Monitors program budget and expenditures
- Oversees and may participate in the provision of services to residents, monitoring program efficacy and activities of program staff
- Monitors procurement actions, service agreements and/or contracts to ensure compliance with terms of agreement and performance level; consults with program personnel and resolves problems; ensures that payments are made and contracts are renewed as necessary
- Evaluates program activities to determine program effectiveness and to ensure achievement of program objectives, utilizing field observation, customized application software and analysis techniques; identifies obstacles to objectives and recommends improvements
- Speaks before community groups and other organizations presenting, explaining and promoting program or operation services
- Collaborates with other agencies and organizations at local, State and Federal levels to maximize quality and utilization of program or operation
- Supports policy change efforts through research, written memos, and one-pagers
- May hire, fire, promote, evaluate the performance of and train program staff
- Performs related work as required

Position Requirements:

A bachelor's degree from an accredited college or university and three years of experience in planning, supervision, evaluation or coordination of a program or business or operation

Skills and attributes:

- Community outreach experience working with diverse and at-risk populations
- Familiarity with the challenges and barriers to health care access for vulnerable populations including the social determinants of health
- Resourcefulness and ability to respond to diverse and challenging situations
- Ability to build sustainable relationships with community members and partners and assist in coordinating services and systems-based changes as part of a team
- Ability to work with community, government, and health system partners

For immediate consideration, interested and qualified applicants should submit a letter of interest and resume by email to: emilie.gilde@baltimorecity.gov by **November 25th, 2016**. Please put Tobacco Free Baltimore Coordinator in the subject line of the email.

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