



JOB ANNOUNCEMENT

TITLE: Health Advocacy Coordinator

ACCOUNTABILITY: Senior Program Manager

SUPERVISORY: Core Volunteers

A. FUNCTION

Nile Sisters Development Initiative (NSDI), a non-profit public charitable organization is seeking a full-time Health Advocacy Coordinator. Reporting to the Senior Program Manager, the incumbent will be responsible for NSDI tobacco-control advocacy initiatives.

B. DUTIES and RESPONSIBILITIES (Below functions are not exhaustive and may be altered by Leadership to the extent it aligns with the position.)

1. .
2. Conduct outreach to, orient, and enroll participants in tobacco-control program.
3. Plan and implement interactive events to raise awareness of prevalent health issues.
4. Provide culturally proficient services and case management to program participants (attend to diverse needs including but not limited to language needs, age demographics, etc.)
5. Conduct needs assessments with stakeholders.
6. Maintain accurate and complete records of important documents and data.
7. Develop and disseminate mission moment stories, issue briefs, and literature reviews on tobacco-control program.
8. Coordinate meetings with key stakeholders to disseminate program findings and reports to inform decision-making.
9. Promote health education programs through various outlets, including presentations, etc
10. Support the leadership team with the maintenance of existing and prospective partners.
11. Perform other duties as assigned by the Senior Program Manager.

C. REQUIREMENTS OF QUALIFIED CANDIDATES

1. Willingness to support and promote NSDI mission and vision.
2. Master's degree from an accredited college or university; and training related to health promotion or public administration. Master's degree preferred.
3. Minimum three (3) years of tobacco-control experience, health advocacy, and positive youth development.
4. Ability to collect and interpret quantitative and qualitative data and prepare reports.
5. Effective oral and written communication skills.
6. Ability to function independently and to work effectively and in a collegial manner with co-workers, and decision-makers.
7. Ability to relate to the public and governmental agencies in a pleasant, patient, and professional manner.
8. Must be a motivated self-starter able to work effectively with limited supervision.
9. Well organized, dependable, flexible, and resourceful.

10. Ability to handle multiple projects simultaneously and meet tight deadlines.
11. Ability to provide excellent customer service and problem-solving.
12. Ability to work well through formal and informal structures within the organization.
13. Possess a high level of productivity and innovative thinking for projects.
14. Excellent organizational skills including monitoring of details.
15. Adhere to confidentiality mandates and professional conduct.
16. Flexible and able to retain new skills quickly and accurately.
17. Ability to present information to public groups and different age groups effectively.
18. Possess advanced software skills (Microsoft Office Suite, Google Office, new communications technologies, as well as general understanding of database and reporting systems.)
19. Must have a valid California Driver's License, automobile insurance, and reliable personal vehicle and be willing to use it on the job.
20. Must be punctual, with solid time-management skills.

D. WORKING CONDITIONS, JOB SETTING, and COMPENSATION

1. Full-time – 40 hours/week.
2. Work will be performed in community settings and NSDI headquarters, in an office setting and requires the use of electronic equipment including computer, telephone, etc.
3. Flexibility in schedule, including scheduled weekends, when necessary.
4. Position includes domestic travel to meet with partners and stakeholders.
5. Visual/hearing ability sufficient to comprehend written/verbal and telephone communication. Ability to sit for long periods, standing, computer entry, walking, repeated bending, lifting and carrying up to 20 lbs, reaching.
6. NSDI promotes a safe and healthy work environment and provides appropriate safety training for all personnel as required.
7. Paid vacation and holidays; room to advance in the organization.
8. Hourly wage is commensurate with experience and educational background; between \$25.00 - \$28.00 per hour.

NSDI values inclusion and diversity, and is committed to equal employment opportunities. We comply with all applicable laws prohibiting discrimination and harassment against any applicant or employee.

TO APPLY: Download and complete NSDI Employment Application form. Submit Employment Application, a cover letter, résumé, and three professional references via email to careers@nilesisters.org. Include "Health Advocacy Coordinator" in the subject line of the email. The position will remain open until filled. Please, no phone calls.