

Job Title	TOBACCO PREVENTION PROJECT COORDINATOR
Employer/ Agency	Contra Costa County Health Services Department
Job Description	<p>Coordinator position assigned to the Public Health Division of the Health Services Department. The position is located in Martinez, CA and the appointee may travel to various locations within Contra Costa County.</p> <p>The Tobacco Prevention Project Coordinator will plan and coordinate the county-wide tobacco prevention program, provide leadership and direction in policy development and education initiatives, program planning and implementation, and manage its activities and the daily operations including supervision of subordinate staff. In addition, the incumbent will work effectively with community partners, stakeholders and other agencies in tobacco prevention.</p>
Qualifications	<p>MINIMUM QUALIFICATIONS</p> <ul style="list-style-type: none">• License Required: Possession of a valid California Motor Vehicle Operator's License. Out-of-state valid motor vehicle operator's license will be accepted during the application process.• Education: Possession of a Bachelor's degree from an accredited college or university with a major in Health Education, Health Care Administration, or a closely related field.• Experience: Three (3) years of full-time experience or its equivalent, management and program development experience in a health services program which included experience working with community organizations and either low-income groups or culturally diverse populations, at least one (1) year of which must have been in a lead or supervisory capacity.• Substitution: Possession of a Master's degree in Health Education, Health Care Administration, or a closely related field may be substituted for one (1) year of the required experience. One (1) additional year of qualifying experience of the type noted above may be substituted for the required academic major. No substitution is permitted for the required Bachelor's degree. <p>The ideal candidate will have a proven track record demonstrating the following:</p> <ul style="list-style-type: none">• Leadership, experience and acumen in policy development and education initiatives, program planning and implementation• Comprehensive knowledge of organizational functions and inter-relationships of various preventive health care services, programs and agencies <p>Characteristics of the ideal candidate:</p> <ul style="list-style-type: none">• Strong management, planning, and program operation skills.

	<ul style="list-style-type: none"> • Strategic thinking, tied to program deliverables and policy development. • Engaging impersonal skills and the ability to effectively work with policy and advisory boards, coalitions, community agencies and the general public • Excellent oral and written communication skills
Salary/Hours	Full Time Monthly Salary Range: \$6,186 - \$7,519
Employer/Agency	Contra Costa County Health Services Department
Application Method	<p>SELECTION PROCESS</p> <ul style="list-style-type: none"> • Application Filing: All applicants must apply on-line at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date. A completed supplemental questionnaire is required at the time of applying. • Application Evaluation: Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination. • Training and Experience Evaluation: Consists of an evaluation of each candidate's relevant education, training and/or experience as presented on the application and supplemental questionnaire (Weighted 100%) • Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.