

Anchorage, Alaska
500 W. Int'l Airport Rd.,
Suite A
Anchorage, AK 99518
P: (907) 276-5864
F: (907) 565-5587
W: www.aklung.org

Boise, Idaho
8030 Emerald St., Ste. 175
Boise, ID 83704
P: (208) 345-5864
F: (208) 345-5896
W: www.lungidaho.org

Seattle, Washington
2625 Third Avenue
Seattle, WA 98121
P: (206) 441-5100
F: (206) 441-3277
W: www.alaw.org

www.lungnw.org

1-800-LUNG-USA
(1-800-586-4872)

**Improving Life,
One Breath
at a Time**

American Lung Association of the Northwest

Position Description: Lung Health Program Coordinator - Alaska

Responsible for implementation of annual asthma camps. Assists with all aspects of asthma, air quality, lung disease, and general lung health programs in Alaska. Assists with tobacco control programs as needed.

Reports to: Lung Health Program Manager, Alaska

Principal Responsibilities:

- Data gathering, assessment and program evaluation for all programs.
- Coordinate annual asthma camp, including marketing, logistics, volunteer management, and participant recruitment.
- Support the Alaska Asthma Coalition and assist in implementation of the Alaska Asthma Plan.
- Assist in ALAA fundraising activities at the discretion of supervisor.
- Participate in programmatic grant writing and grant management at the discretion of supervisor.
- Network with local, state, federal and international government agencies, private sector, community organizations, providers, schools and other organizations in support of the ALAA.
- Maintain Alaska lung health program alignment with Best Practices, ALANW PBMS goals and performance standards, and Strategic Plan.
- Make timely responses to public inquiries on lung health issues using established protocols and risk management procedures.
- Participate in a regional Program Core Business Team, building capacity to better achieve the Mission across the three-state region.
- Share program expertise with peers across the ALANW region.
- Performance will be measured through attainment of PBMS targets

Job Qualifications:

- Bachelors degree strongly preferred
- 2 years related experience
- Public speaking and/or training experience
- Excellent people and leadership skills, with an ability to coach, motivate and develop volunteers
- Proficient in Microsoft applications including Excel, Word, PowerPoint, and Outlook
- Must submit to background check
- Non-smoker

Applicants should send resume and letter of interest to:

Michelle Ferreira, MPH
Program Manager
Anchorage Office
Phone: 907-644-6417
Email: mferreira@aklung.org

TARGETED START DATE: June 1st

Open until filled.

American Lung Association of the Northwest is an equal opportunity employer, hiring without regard to gender, race, age, ethnicity, disability, religion, country of origin, sexual orientation, marital or parental status.