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Boise, ID 83704
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Seattle, Washington
2625 Third Avenue
Seattle, WA 98121
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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: Tobacco Control Coordinator

Coordinates all aspects of the Smokefree Anchorage Coalition grant. Assists with additional tobacco prevention and control programs as needed.

Reports to: Director of Tobacco Prevention and Control, Alaska

Principal Responsibilities:

- Coordinate delivery of annual Smokefree Anchorage Coalition action plan.
- Assist in developing annual goals and objectives in cooperation with the coalition for tobacco prevention and control activities as part of the action plan design process.
- Coordinate with volunteers and staff to deliver workplace programs, health fairs, school programs, community presentations, etc.
- Assist in ALA 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, schools and other organizations in support of the ALAA.
- Participate in policy process groups and media as requested by Director of Public Relations & Advocacy AK.
- Make timely responses to public inquiries on tobacco prevention and control issues using established protocols and risk management procedures.
- Participate in a regional Advocacy and/or Program Core Business Team building capacity to better achieve the Mission across the three-state region.
- Performance will be measured through attainment of PBMS targets and budget performance.

Job Qualifications:

- Financial and grant or contract management experience
- Strong written and verbal communication skills
- Working knowledge of state government
- Excellent project management skills
- Flexible and able to handle multiple tasks
- Excellent verbal and written communication skills
- Excellent analytical and organizational skills
- Some college, Bachelor's degree preferred

Applicants should send resume and letter of interest to:

Kay Ashton, Director of Media Campaigns
Anchorage Office
907-644-6403
kashton@aklung.org

TARGETED START DATE: May 15
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.