



AGENCY: AMERICA ON TRACK

PROGRAM: TOBACCO & VAPE USE PREVENTION

POSITION: **HEALTH EDUCATOR**

CLASSIFICATION: NON-EXEMPT POSITION
(1 Full-Time Position available)

THE ORGANIZATION

America On Track, an award-winning nonprofit organization, **was founded in 1995** and **currently serves more than 44,000 Orange County children and families each year**. America On Track breaks the cycle of poverty, incarceration and hopelessness through *long-term youth development, education and life-enhancing* programs.

America On Track's mission is to inspire brighter futures by building youth leaders, supporting families, and strengthening communities through life-transforming programs. Please check out our website: www.AmericaOnTrack.org for more information.

PROJECT OVERVIEW

This is a great opportunity for anyone interested in advancing Public Health policy! Since 1997, America On Track has been taking a leading role in Orange County to successfully implement tobacco and vape use prevention programs. Our projects are designed to change social norms regarding tobacco use and vaping, lower youth access to tobacco, and reduce residents' exposure to secondhand smoke through direct services and policy work.

These ongoing initiatives are having a positive impact in our communities. **America On Track is looking for a dedicated candidate who wants to be part of these successes.**

ABOUT YOU

If you are a high-energy, organized, detail-oriented person who truly cares about helping end tobacco and nicotine addiction in our communities and who is a strong team player who enjoys working in a mission-driven environment, America On Track may be the place for you!

SUMMARY OF DUTIES

The **Health Educator** reports to the **Program Coordinator** and shares the responsibility for the success and growth of America On Track's Tobacco Prevention Projects. The Health Educator works directly with our Adult Workgroup members as well as with key community stakeholders.

As a Health Educator, America On Track will expect you to demonstrate passion for your work, creativity, energy, as well as a team-oriented disposition in order to help create healthier communities. The Health Educator's duties will include, but are not limited to, the following key responsibilities.

Health Educator Key Responsibilities:

- Create and maintain a respectful and trustful relationship with the America On Track team and all stakeholders involved in our tobacco control initiatives.

- Aid in the implementation of the initiatives by participating in appropriate trainings, meetings and program activities.
 - Stay abreast of current tobacco control policies, research, and best practices.
- 1) Community Engagement
 - Deliver high quality, engaging tobacco, vape and secondhand smoke educational presentations.
 - Provide education and outreach activities to community groups.
 - Maintain ongoing communication with Adult Workgroup members.
 - Facilitate Workgroup meetings.
 - Participate in community events.
 - Assist in the development of project materials, including presentations, flyers and social media.
 - 2) Public Policy
 - Help cities, trade schools, and apartments adopt and implement smoke-free policies.
 - Conduct Key Informant Interviews with key city and community stakeholders.
 - Participate in community strategy sessions and focus groups.
 - Mobilize and support community members to become tobacco control policy advocates.
 - 3) Evaluation
 - Maintain up-to-date, accurate files and databases.
 - Assist with data collection.
 - Compile, analyze and summarize data for program reporting requirements.
 - Prepare and submit monthly and bi-annual written reports.

QUALIFICATION REQUIREMENTS

The ideal candidate will have earned a degree in either Health Education, Public Health, or related field and have a minimum of 2 years of relevant experience.

Special Skills/Knowledge/Abilities

- **Bilingual English/Spanish *required***
- **High energy** and a passion for AOT's mission is essential
- Enthusiasm & ability to interact with people of diverse backgrounds
- Demonstrated commitment to social justice, community empowerment, and advocacy
- Professional image and exceptional oral and written communication skills
- Proven ability to plan, multi-task, and manage projects
- Ability to work a flexible schedule, which will include occasional evenings and/or weekends
- Advanced **knowledge of Apple computers and Microsoft Office, Excel, and PowerPoint is required**
- **Reliable transportation** and a valid California driver's license, with minimum required collision and personal injury insurance required.
- Subject to applicable law, all prospective hires will be required to demonstrate that they have been fully vaccinated for COVID-19.

AMERICA ON TRACK OFFERS A GREAT PACKAGE:

- Salary Range: \$45,000 - \$48,000/year
- Outstanding benefits package (including 100% employer paid medical, dental & vision insurance)
- 401(k) plan with matching company contribution up to 6%

- Generous holiday and paid time off schedules
- Ongoing professional development training
- Mileage reimbursement program
- Cheerful, pleasant work environment with panoramic views and state-of-the-art office equipment
- Free coffee, tea, fruit/herb-infused water, and a variety of delicious snacks
- Visible, exciting work inspiring brighter futures through life-transforming programs

TO APPLY

If you believe in the vision of America On Track and your qualifications align with the above description, submit the following in a single email, to PR@AmericaOnTrack.org: **Cover Letter, Resume, Salary Goals, and References.** **In the 'Subject line' write "Tobacco Prevention Health Educator."** No phone calls please. Only qualified candidates will receive a response.

America On Track is an Equal Opportunity Employer ~ 10/28/21 (Position Open Until Filled)