



Petersburg Indian Association
PO Box 1418
Petersburg, AK 99833
Phone: 907-772-3636 Fax: 907-772-3637



JOB TITLE: Tobacco Prevention and Control Grant Director

SUPERVISOR: Tribal Administrator

JOB STATUS: Part-time

Job Description:

- Responsible for managing all aspects of the State of Alaska's Tobacco Prevention and Control (TPC) Community Grant.
- Keep grant in compliance with the State of Alaska.
- Create and implement local and regional goals and objectives for the given fiscal year.
- Create, manage, and follow the TPC budget.
- Responsible for preparing all narrative and fiscal reports and submitting to the GEMS system.
- Implement goals, strategies, and activities while promoting a tobacco free environment.
- Create programming and events that aim to prevent youth from starting tobacco use.
- Promote the cessation of tobacco use among youth and adults.
- Provide education regarding the dangers of exposure to secondhand smoke.
- Identify and work to eliminate tobacco related disparities and achieve health equity.
- Perform other duties as assigned.

Requirements:

- High School Diploma or GED
- Must pass a pre-employment drug screening
- Familiar with typical office technology (computer, word processing, email, etc).
- Driver's License

Wage:

\$17-\$19 per hour

Hours:

4 hours per day M-F. Ideal candidate will be able to work afternoons.