



Job Title: Coordinator
Classification: Exempt
Hours: 40 hours
Reports to: Vice President of Programs

Job Summary:

The Coordinator will serve as the primary liaison between Live Well Kosciusko and other agencies, employers, and individuals in the community by collaborating on tobacco cessation programs.

*This is a grant funded position. Grant funded positions are contingent upon continued funding.

Key Duties/Responsibilities: *The following statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.*

- Completes assigned responsibilities for the Breathe Well Coalition.
- Travels in Kosciusko County and to other locations in the state several times a year for training or meetings.
- Recruits and organizes both individuals and organizational representatives from the community to form a coalition representing diverse interests and backgrounds.
- Maintains relationships with the local school systems, assists in recruiting public schools that are selected to conduct the Indiana Youth Tobacco Survey in Fall of 2024, and assists in proctoring.
- Leads the coalition to strategize action to reduce tobacco use in the county through policy and programs.
- Engages community and coalition members, including specific task force groups, in the business of tobacco control. The coordinator will commit to study CDC's Best Practices models in tobacco control.
- Works with healthcare providers, businesses, and other organizations to educate them about evidence-based commercial tobacco control practices, assist them with policy development and implementation, and collaborate with them to increase referral and acceptance rates to the Indiana Tobacco Quitline.
- Documents completion of activities contracted in the written work plan submitted with this proposal by the Coalition of Kosciusko County. The Coalition Coordinator will submit electronic reports as required and respond to local and state needs for information as directed.
- Provides counsel and assistance to other staff members and will collaborate with the Youth Coordinator.
- Uses proven, evidence-based actions to reduce tobacco use and exposure to secondhand smoke.
- Documents completion of activities contracted in the written work plan submitted with this proposal by the Coalition of Kosciusko County.
- Works with the Live Well Marketing Specialist to plan media campaigns including developing partnerships with local news venues and providing accurate local, state, national and international information on tobacco control to the news media as is necessary for education of the public on tobacco issues.



- Develops and maintains relationships with local and state policymakers to educate for policy change.
- Accept training and technical assistance and fully participates in the local and statewide youth empowerment program and initiatives.
- Attends community meetings or health fairs to understand community issues or to build relationships with community members.
- Prepares written summaries of data when needed.
- Adheres to the Live Well Kosciusko code of ethics, policies, and procedures.
- Keeps senior management informed with detailed and accurate reports or presentations.
- Serves on Live Well Kosciusko committees, working groups, and other bodies as assigned.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Strong leadership and organizational skills.
- Passion for youth engagement and empowerment.
- Familiarity with media platforms and outlets.
- Computer skills including Microsoft Office.
- Excellent written and verbal communication skills, including public speaking.
- Effective active listening skills and social perceptiveness.
- Ability to work flexible hours to accommodate events and activities required by the grant.
- Possess a valid driver's license and a safe driving record.

Education and Experience:

- High school diploma or equivalent required.
- Associate or bachelor's degree preferred.
- Public Health experience or degree preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.