

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Health Youth Specialist

ILI MISSION

ILI's mission is to improve health and advance education for the Indiana Latino community through statewide advocacy, research, and culturally responsive programs.

ILI VISION

Our vision is to be the source of authority and catalyst for change on all aspects of Health and Education that affect the Indiana Latino Community.

HEALTH YOUTH SPECIALIST

The Health Youth Specialist provides education and training on tobacco prevention and control to the Latino community. The Health Youth Specialist assists the Program Coordinator and Program Director in the implementation of the Indiana State Department of Health's Tobacco Prevention and Cessation (TPC) program in the Latino community. This position works primarily on TPC's VOICE Program, a youth empowerment movement focused on engaging and educating teens to promote tobacco-free lifestyles. The Health Youth Specialist will work with youth, youth-serving organizations, and other Latino organizations throughout the state, while also assisting in advocacy efforts by participating in committees and sub-committees related to tobacco control.

This is a full-time position (40 hours per week).

CANDIDATE QUALIFICATIONS

The ideal candidate for the Health Youth Specialist will possess the following qualifications:

- A bachelor's degree, preferably in a relevant field
- Experience with working collaboratively with youth, community-based organizations and diverse communities and managing and conducting community education and outreach
- Non-profit work experience preferred
- Self-starter and independent worker, easily grasping complex tasks, with confidence to ask for assistance when needed
- Competent communication skills for writing and public speaking
- Team player, collaborating with colleagues across departments
- Bilingual in English and Spanish
- Available to work evenings and weekends as needed
- Occasional travel throughout the state of Indiana
- Able to carry boxes and equipment, not more than 40 pounds

Requisite Candidate Traits

- Superior interpersonal skills and ability to work with youth and a disparate set of individuals, both internally and externally while representing the organization
- Strong public speaking and written communication skills
- Ability to work collaboratively in a team environment
- Positive attitude and strong work ethic
- Ability to multi-task; prioritize competing projects and assignments
- Interested in eliminating health inequities in the Indiana Latino Community
- Demonstrates the ability to take the initiative on developing creative and innovative methods for recruitment, training and outreach

PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

- Assist with developing and disseminating tobacco control program materials
- Represent ILI at community events
- Assist in recruitment, management and provide trainings to youth, part of the Tobacco Prevention and Cessation (TPC) VOICE Program
- Make presentations to youth and adults about the harms of tobacco
- Assist with health program's social media outreach plan and engagement
- Work with local and statewide coalitions in advocating tobacco free policies
- Assist with implementing the *Breathe: Healthy Steps of Living Tobacco Free* toolkit
- Assist the health team with any other tasks as needed
- Provide support and assistance with any other ILI initiatives

INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to:

mdotson@indianalatinoinstitute.org

Position will remain open until filled.