

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Health Program Coordinator

Indiana Latino Institute

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 in all aspects of Health and Education that affect the Indiana Latino Community.

HEALTH PROGRAM COORDINATOR

The Health Program Coordinator will be responsible for the implementation and oversight of its Tobacco Prevention & Cessation Program, grant-funded by the Indiana State Department of Health.

This position is highly team-based and focuses on Decrease Youth and Youngs Adults Tobacco Use. This position is responsible for grant management which includes but is not limited to: community outreach and education, and media components, as well as training for a variety of audiences. This position is also responsible for data collection, grant writing, reporting, and liaison functions as required by funders, partners, and stakeholders at both local and statewide levels.

CANDIDATE QUALIFICATIONS

The ideal candidate for the Health Program Coordinator will possess the following qualifications:

- Bachelor's degree required in Public Health, Social Work, or related field such as youth services.
- Three years of experience in: program development, program management, training, implementation, facilitation, and public speaking.
- Two years or more of experience working with adolescents and young adults.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Communicate effectively with a variety of individuals.
- Demonstrate Cultural Competency.
- Bilingual in English and Spanish (Strongly preferred).
- Ability to think logically and problem-solve to analyze situations, troubleshoot, and make sound work decisions.
- Ability to work in a fast paced, stressful, ever-changing and diverse environment.
- Ability to build and maintain positive work relationships with management team, staff, and external contacts.
- Available to work evenings and weekends when events are scheduled.
- Travel to schools and other sites throughout Indiana for meetings and events.
- Must have reliable transportation and valid driver's license and meet state required automobile insurance minimums.

Requisite Candidate Traits

- Superior interpersonal skills and ability to work with a disparate set of individuals, both within the organization and externally while representing the organization.
- Strong public speaking and written/oral communication skills.
- Ability to work collaboratively in a team environment.
- Works well independently and/or in a group.
- Positive attitude and strong work ethic.
- Maintain a high level of professionalism.
- High-energy individual who takes initiative with a positive outlook and can manage change.

- Demonstrates the ability to take the initiative on developing creative and innovative methods for community outreach.
- Broad knowledge of national, regional and statewide tobacco control strategies.
- Ability to maintain effective working relationships with: state agencies, community partners, schools, providers, employers, coalition members, and property managers.

PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

- Direct, manage and implement programs and processes related to the Tobacco Prevention & Cessation Program. Primarily focused on Latino youth in Indiana.
- Partner with Voice Program to increase student participation in Marion County.
- Gain working knowledge of following tobacco control strategies:
 - prevention and reduction of tobacco use by adults, minorities, pregnant women, youth, and other priority populations
 - smoking and vaping cessation and treatment
 - reduction of exposure to secondhand and thirdhand smoke
 - coalition building and maintenance
 - enforcement of laws concerning sales of tobacco to youth and use of tobacco by youth
- Coordinate services with cooperating agencies and sub-contractors to strengthen agencies and organizations serving the Latino communities of Indiana.
- Complete all relevant grant proposals and meet all program reporting requirements in a timely fashion; meet goals and maintain records to meet program standards as outlined in grant proposals and contracts.
- Design and implement successful program trainings and coordinate meetings.
- Work on specific campaigns related to Tobacco Prevention and Cessation.
- Inform county participants about the tasks and activities that they are expected to comply with and complete, including all reporting requirements and deadlines.
- Collect data required by programs and projects and compile the information for timely submission.
- Collect and maintain records provided by partners and other Latino resources.
- Prepare documentation for program evaluation and assist Chief Executive Officer (CEO) in monitoring and evaluating program progress.
- Expand program support and partnerships.
- Travel within the state is required as it relates to grant requirements.
- Perform other job-related duties as necessary and as assigned.

SUPERVISORY RESPONSIBILITIES/DIRECT REPORTS:

- This position directly reports to the President/CEO
- This position supervises the Outreach Specialist and interns as requested

ILI BENEFITS

- Competitive salary
- 20 Days Paid Time Off (PTO)
- 10 Days Paid Holiday
- Health Insurance (paid 100% premium)
- Dental Insurance (paid 100% premium)
- Vision Insurance (paid 100% premium)
- Life Insurance (paid 100% premium)
- Retirement Plan

INTEREST IN THIS OPPORTUNITY

If you are interested in this opportunity, please submit a cover letter and resume to Marlene Dotson at: mdotson@indianalatinoinstitute.org

Position will remain open until filled.