

SOUTHERN ARIZONA AIDS FOUNDATION
TOBACCO CESSATION COORDINATOR
JOB DESCRIPTION

Scope of Work: Tobacco Cessation for Disparate Populations, also branded as Fresh Arizona, is a statewide collaboration headed by the Pima Prevention Partnership (PPP) to assess the patterns of tobacco use among Lesbian, Gay, Bi-Sexual, and Transgendered (LGBT) populations. The Tobacco Cessation Coordinator will contribute their knowledge and experience working with LGBT populations to the development of project materials and activities. The focus of the assessment is to better understand the contexts within which tobacco use is initiated/maintained for LGBT populations, and possible routes to cessation. This assessment is being conducted through surveys and focus groups with the target populations. The Tobacco Cessation Coordinator works with the Associate Director of Prevention Services and in collaboration with Pima Prevention Partnership and the other collaborating organizations. The Tobacco Cessation Coordinator is a part-time (25 hours/week) temporary (through 11/09/2017) position that requires the ability to work very flexible hours including evenings, late nights, weekends and holidays.

Functional Responsibilities:

- Keeps current on LGBT cultural competency along with tobacco cessation literature and other health-related issues and serves as a resource to other agency and collaborative staff on these topics.
- Works with the Associate Director of Prevention Services to complete the required activities as determined by the collaboration lead by PPP.
- Maintains regular communications and professional relationships with collaborators and community partners on all project related activities.
- Administers Fresh Arizona surveys with LGBTQ populations focusing on rural and ethnic/racial minority populations.
- Complete training on focus group facilitation.
- Recruit and facilitate up to four focus groups with up to 40 LGBT individuals – focusing on south and eastern Arizona communities.
- Review summaries of findings from survey and focus groups and provide written feedback based on expertise with population.
- Co-develop statewide conference agenda with PPP to be held September/October 2017.
- Serve as a Fresh Arizona strategic planning facilitator for at least two planning groups – with one in southern Arizona and one in eastern Arizona in September and October 2017.
- Participate in all team meetings held in person or via conference call, as scheduled.
- Participate in-person or remotely in the LGBT Arizona Department of Health Services-Bureau of Tobacco and Chronic Disease Workgroup meetings.
- Serves as a representative from SAAF for community events and committees.
- Attends all program, agency, and department meetings at SAAF and PPP as directed.
- Works as a team member with other SAAF staff supporting all prevention projects as needed.
- Performs other duties as assigned.
- Reports to the Associate Director of Prevention Services.

Required Qualifications:

- Bachelor's degree in social services or health-related field or 2 years' work experience in related fields.
- Demonstrate a comprehension and appreciation of diverse and complex cultures.
- Ability to exercise and demonstrate compassion and non-judgment when working with community members and project collaborators.
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Knowledge of and work history with programs serving LGBT communities in particular ethnic/racial minority LGBT communities.
- Supervisory/management experience, both with paid staff and volunteers.
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Experience in conducting focus groups and administering surveys with diverse populations.
- Experience in development and implementation of targeted educational media campaigns.
- Bilingual (English/ Spanish)

Compensation: Starting wage of \$15.88 an hour; 25 hours a week; temporary position through 11/09/2017.

To apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to hr@saaf.org or visit www.saaf.org.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

Start date: As soon as possible.