



Tobacco Coalition Coordinator

**This position is based at the American Cancer Society office in Williston, VT.
It is a 19-hour per week position with no benefits.**

Position Summary:

The Coordinator of the Coalition for a Tobacco Free Vermont (CTFV) is responsible for Coalition management, Communications, Grassroots, and day to day administration of the coalition.

Responsibilities:

Grant Management/Coalition Administration including:

- Manage and ensure grant requirements are met with all funders, including the Vermont Department of Health (VDH) for Smoke Free College Campuses.
- Lead statewide trainings via webinar and face-face.
- Complete timely reporting and invoicing to all funders.
- Support fundraising efforts for the coalition.
- Participate in conference calls and attend meetings.
- Assure proper notification to membership of meetings.
- Assure completion and distribution of meeting minutes.
- Maintain records including attendance at meetings and current list of members.
- Execute other duties as designated by the State Vice President of Health and Advocacy Initiatives at the American Cancer Society and the CTFV Executive Committee.
- Coordinate with the Health Department on the Statewide Tobacco Partners meeting.

Communications/Grassroots including:

- Conduct ongoing outreach to organizations and individuals.
- Implement the activities of the CTFV and coordinate the involvement of CTFV committees and CTFV members throughout the state.
- Develop, edit and distribute media pieces, educational and policy materials as directed by Committee Chairs.
- Maintain CTFV website.
- Represent the coalition in all appropriate media, public appearances and networking opportunities and/or work with designated volunteer representing the coalition.
- Maintain a list-serve.
- Manage consistent and ongoing communications with CTFV partners.
- Serve as main point of contact with all community coalitions.

Other duties as may be assigned from time to time.

Minimum Knowledge/Skills Required:

- Bachelor's degree from an accredited college or university or 4 years equivalent work experience required.
- Minimum of two years volunteer development and management experience required.
- Minimum of two years non-profit organization experience required.
- Proven writing and editing skills.
- Highly organized with the ability to manage rapidly changing priorities and crisis situations in a focused manner.
- Excellent interpersonal skills and demonstrated ability to work in a team environment.
- Experience in action planning, problem solving, and process management.
- Proven verbal communications skills, experience with public presentation and working with the media.
- Experience working in coalitions and in collaborative relationships.
- Experience in community organizing, legislative or public policy preferred.
- Proven technology skills and ability to learn new computer programs quickly.
- Demonstrated level of community involvement preferred.
- Ability to work cooperatively and in a team environment with peers and superiors.
- Travel required.

This position reports to the American Cancer Society's State Vice President of Health and Advocacy Initiatives.