



JOB ANNOUNCEMENT: Community Grants Coordinator

The Bay Area regional office of the American Lung Association in California (ALAC) is looking for an enthusiastic and qualified applicant to join our dynamic tobacco control program as the **Community Grants Coordinator**. The position is grant-funded at 60% FTE (Full Time Equivalent) for 9 months beginning Oct. 1, 2009. Fringe benefits including health benefits are pro-rated. Please be aware that funding for the position after 6/30/10 is contingent upon the availability of funds.

Salary Range: \$2300-2500/month, depending on experience.

Office Location/Hours: ALAC, 1900 Powell St., Suite 800, Emeryville, CA. M-F 8:30-5

Supervision: Direct Supervisor is the Tobacco Control Programs Director

Job Summary:

The Community Grants Coordinator is responsible for coordinating and implementing the Alameda County tobacco control community grants process from RFP development, community outreach, peer review, and contract administration to providing programmatic technical assistance and contract monitoring.

Essential Functions:

Manage the day-to-day operations of the community grants program, including: budget and contract monitoring; coordinating and/or providing capacity building training; and evaluation.

Participate in ALAC and Alameda County Public Health Department's Tobacco Control Program monthly coordination meetings, including staffing the Alameda County Community Outreach Committee, and quarterly tobacco control coalition meetings.

Identify and facilitate opportunities for the community grantee recipients to collaborate with other tobacco control programs in the County.

Knowledge, Skill and Experience

- A bachelor's degree or equivalent combination of education and work experience
- Minimum 1 year of experience implementing community awareness, education, advocacy and/or program efforts specifically related to public health
- Understanding of the root causes of tobacco use and health inequities and a commitment to addressing them through upstream interventions
- Experience in working in Alameda County (or similar demographic) with a wide variety

of organizations and settings, such as, public health agencies, community organizations and coalitions

- Ability to work effectively with diverse populations (economic, cultural, and social)
- Ability to anticipate needs and handle multiple tasks simultaneously
- Highly organized with an attention to detail
- Excellent interpersonal skills
- Self-starter, motivated and possessing a strong interest in promoting the work of the American Lung Association.
- Strong written and oral communications
- Grant writing skills and grant management
- Willing to work occasional weekend & evening hours and travel in Alameda County
- Reliable transportation and driver's license

Filing Deadline and Application Process: DUE SEPT. 5, 2009

Send TWO documents, both in Word or pdf Format: 1) Formal Cover letter that includes your specific qualifications for this position and why you are interested in this position; and 2) Resume.

Email to: Liz Gregor, at lgregor@alac.org

The American Lung Association in California is part of the nation's oldest public health charity. Our mission is to prevent lung disease and promote lung health. We are an innovative organization committed to promoting lung health. We recognize the value of diversity in our workforce, and encourage all qualified candidates to apply. We offer a dynamic, friendly, fast-paced environment, with potential for growth. Equal Opportunity Employer M/F/D/V.

For more information visit www.californialung.org and the Alameda County Tobacco Control Coalition website at: www.tobaccofreealamedacounty.org

We thank all candidates who choose to apply, however, only those selected for a further interview will be contacted.