

TOWN OF NORWOOD

EMPLOYMENT OPPORTUNITY



Title: Regional Tobacco Program Coordinator
Department: Health Department
Status: FLSA Non-Exempt, 40 hours per week, non-union position
Salary: FY25, Grade 2, \$27.68 - \$29.37 per hr., plus excellent benefits
Additional 5% stipend for candidates with job related Master's Degree

General Summary: Regional Tobacco Program Coordinator supports a regional coalition of seven communities; Arlington, Belmont, Brookline, Norwood, Randolph, Stoughton, and Watertown, in Tobacco Control data reporting, enforcement, policy, and education.

Essential Job Functions: *

- Develop and implement on a timely basis tobacco control work plans for the seven communities including policy development/enforcement and retailer education.
- Coordinate regular meetings with participating communities to share strategies, policy updates and report program activities.
- Develop and accurately monitor the program budget.
- Ensure timely submission of all Collaborative reports, including submitting programmatic and fiscal quarterly reports to the Massachusetts Department of Public Health.
- Coordinate and provide merchant(s) and accompanying community education regarding underage access and second hand smoke exposure issues. Attend policy development coalition meetings as appropriate.
- Work with Board of Health in seven communities to strengthen local tobacco control policies and regulations
- Develop work plans and other activities with other Massachusetts Tobacco Control (MTCP) grantees. Participate in meetings/trainings including MTCP Coalition meetings and attend all trainings/meetings required by the MA Department of Public Health.
- Travel throughout the seven communities as needed. Attend occasional events/meetings which may occur outside normal working hours.
- Recruit and train youth or underage buyers for compliance checks according to MA Department of Public Health guidelines.
- Conduct tobacco control underage buyer access compliance checks of tobacco retail establishments in the seven communities.
- Conduct inspections of new tobacco retailers and inspect workplaces when there is a smoke-free workplace violation complaint.
- Coordinate and staff tobacco collaborative meetings.
- Performs similar or related work as required.

Minimum Requirements:*

- Bachelors in Public Health, Public Policy, or related fields. Experience working with health issues, community-based programs and local Government.
- Proficiency with Google Workplace, Zoom, and Microsoft Office. Knowledge of customer service skills.
- Knowledge of state laws, town by-laws and government regulations related to or ability to. Knowledge of tobacco and issues. Skilled with data analysis and reporting

**This posting is not meant to be inclusive of all job duties or qualification requirements. Complete job description is available by emailing the contact below.*

Interested candidates, meeting the qualifications and expectations as noted above, should submit a cover letter and resume to the email address listed below no later than Tuesday, July 30, 2024.

Please reference Requisition #2024-021 on all materials.

jobs@norwoodma.gov