



Tobacco Control Assistant Director Massachusetts Health Officers Association (MHOA)

I. Position Overview

The Massachusetts Health Officers Association (MHOA) seeks a Tobacco Control Assistant Director to manage program operations. Reporting to the Tobacco Control Director, the Assistant Director will develop, promote, and oversee the delivery of training initiatives to Health Departments (HDs) and Shared Services Arrangements (SSAs).

A successful candidate will be organized, an excellent communicator, and have prior program coordination experience, while assisting municipalities to increase their capacity in tobacco control in Massachusetts. This is a full-time remote position, except for approximately 12-15 in-person meetings per year.

II. Application Process

Please submit a resume and cover letter to cwinders@bmestrategies.com by May 27, 2026. Applications will be reviewed on a rolling basis but applications submitted prior to May 27, 2026 will be prioritized.

III. Key Responsibilities

- Manage daily program operations for the tobacco control program to ensure effective training delivery, inspection coordination, and timely follow-up.
- Collaborate with the Tobacco Control Director in hiring, onboarding, scheduling, work assignments, and supervision and of part-time Inspectors and the Inspector/Trainer
- Assist the Inspector/Trainer and part-time Inspectors in recruiting underage buyers as needed, while supporting the onboarding process and ensuring compliance with all youth hiring requirements.
- Develop, maintain, promote and oversee the delivery of training initiatives to local Health Departments and SSA's.
- Lead the coordination of core trainings provided to local health professionals and maintain an annual training plan for Health Department staff
- Oversee contractors that support instructional design, including defining scope, timelines and quality standards.
- Facilitate the provision of direct services to municipalities by receiving MOU assignments from the Director and assigning municipalities to Inspectors for day-to-day enforcement and follow-up
- Review and officially approve inspection and compliance check reports submitted by the Inspectors



- Monitor inspector communications with local Boards of Health (BOHs), including inspection and/or compliance check reporting, ensuring completeness and adherence to program standards.
- Support Inspectors at Board of Health (BOH) or court hearings as needed
- Track and maintain program documentation for internal use, ensure confidentiality data security and proper retention of data.
- Stay up to date on emerging tobacco products, sales tactics and strategies for enforcement
- Lead external partner outreach and communication responsibilities, including preparing newsletter announcements and updates, while conducting communication and outreach to local BOH's in coordination with the Tobacco Control Director
- Attend Public Health Excellence (PHE) meetings and participate in monthly MHOA Executive Board Meetings, Conference Committee meetings, and other relevant tobacco-related meetings
- Participate in MHOA and MTCP conferences and meetings
- Perform other duties as assigned by MHOA Leadership to assist in fulfilling the organization's mission to support membership

IV. Qualifications

- Bachelor's degree in public health related field is required or an applicable combination of education and experience
- Minimum of 3-5 years of program coordination/management experience in a public health, municipal regulation or enforcement setting, including experience supervising field staff is preferred
- Broad knowledge of the functions of Boards of Health and municipal government, including knowledge of tobacco issues and experiences with enforcement related activities
- Demonstrated organizational, computer, writing, presentation and oral communication skills, plus proficiency with Google Workspace, required.
- Ability to center principles of health equity and racial justice into work
- Ability to set priorities and meet specified timelines in an independent manner, and adapt to changing conditions, with strong attention to detail and accuracy is essential.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed
- Non-smoker; must have a valid driver's license and a reliable, registered, and insured personal vehicle in safe working condition for transportation.
- Maintain a home office with dependable internet and mobile connectivity to ensure uninterrupted communication



An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience preferences.

V. Working Conditions/Physical Demands

This position works remotely, with automobile travel within Massachusetts required. The employee operates standard office equipment. The employee will regularly interact with MHOA members and staff, municipal and state organizations, and private organizations. Contacts occur in person, by telephone, email, virtual, and in writing and will require excellent interpersonal and communication skills.

VI. Hours, Compensation, and Benefits

- Full-time (37.5 hours per week)
- Salary range: \$75,000 - \$85,000
- Ability to work flexible hours to support Program needs
- Mileage reimbursement for work-related travel
- Benefits include:
 - Health insurance stipend
 - Annual Paid Time Off package: 15 vacation days, 15 sick days, 12 paid holidays, 5 paid floating holidays, 2 personal days
 - Retirement plan with employer contribution
 - Home office stipend and work laptop
 - Commitment to professional development, including an annual training budget

This position is 100% grant-funded. Funding is currently secured through June 30, 2027.

At MHOA, we are committed to fostering a diverse and inclusive workplace. We believe that our employees' unique experiences, perspectives, and skills contribute to our success. We provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are dedicated to complying with all applicable federal, state, and local laws concerning non-discrimination and anti-harassment. MHOA also makes reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state or local law. If you require assistance or an accommodation during the application process, please contact us at info@mhoa.com.

The job description above is intended to outline the general nature and level of work being performed by individuals in this position. It is not exhaustive of all responsibilities, duties, or skills required. MHOA reserves the right to modify or amend this job description at any time based on business needs, process improvements, or other operational requirements. Employees may be assigned duties outside of their normal responsibilities as needed.

Last updated on 5/7/26.