



Oregon Latino Health Coalition (OLHC) is seeking a **Full-Time Tobacco Policy and Advocacy Coordinator**. The Tobacco Policy and Advocacy Coordinator will provide advocacy, coalition building and policy analysis for issues related to Tobacco prevention and health equity for the Latinx community. This will include meeting with government officials, stakeholders and community organizations, as well as developing policy recommendations, research, and testifying at local and statewide public agency meetings.

Founded in 2004, OLHC is the only health policy advocacy organization in Oregon dedicated to eliminating Latina and Latino health disparities.

To learn more about our amazing Organization visit our website at: <https://orlhc.org/about-us/history/>

Oregon Latino Health Coalition's culture is built on the dedication of eliminating health disparities affecting Oregon Latinas and Latinos through leadership, collaboration and advocacy. We are committed to help build the capacity of allied organizations that work to change the conditions that contribute to the health inequities experienced by our immigrant communities.

Benefits at Oregon Latino Health Coalition!

- 12 paid holidays
- 2 Volunteer paid leave days
- 100% employer-paid medical and dental insurance
- Cell phone reimbursement
- Home office stipend
- Flexible work hours and hybrid schedule
- And more!

Qualifications:

- This position requires a bachelor's degree or minimum of 3 years' experience with demonstrated knowledge in public health, social work, civic engagement or related fields.
- Clear understanding of health disparities faced by Latino community members in Oregon.
- Excellent writing, research and public communications skills, including: demonstrated ability to analyze issues, think strategically, and communicate complex issues clearly to a variety of audiences; experience and comfort with speaking publicly.
- Excellent organizational skills, creative and detail oriented; able to manage and prioritize multiple responsibilities
- Experience in facilitation, interpersonal communication, including: experience leading teams, coalitions, and supervising staff or volunteers
- Bi-lingual (Spanish and English) verbal, listening and written communication skills, and an ability to build effective relationships with diverse allies and constituents in both languages.
- Demonstrate strong background in advocacy, community organizing and/or civic engagement.
- Highly professional, organized and self-motivated with excellent verbal, written and interpersonal skills.
- Ability to travel throughout the State, required car, valid registration, insurance and driver's license.
- Must be willing to accommodate community-based scheduling needs. (i.e. meetings held in the evening and on weekends off-site)
- Successful completion of civil, criminal and/or motor vehicle background checks.

Essential Duties:

- Develops the Latino/a/x Tobacco Prevention program's long- and short-term policy, as well as advocacy strategic plans, goals, objectives and activities.



- Serves as primary liaison and attend local and statewide Tobacco and health equity meetings, councils, coalition meetings and other venues to advance OLHC Tobacco prevention goals and objectives.
- Build and maintain relationships with partner organizations, community members, elected officials, and others to bring awareness on the harms of tobacco in the Latino/a/x community.
- Expand OLHC's network to include a multifaceted range of decision-makers, allies, stakeholders, health systems, and volunteers.
- Educate the community on tobacco prevention through webinars, presentations, trainings, and other events.
- Builds community capacity toward support of tobacco prevention policies through the organization, and maintenance of a grassroots community coalition to ensure an increase in community readiness for support of tobacco prevention legislation or other policies, including city and county.
- Prepares and ensures all program reports, narratives, and data information is accurate, complete, and submitted to the appropriate agencies on time.
- Provides presentations, written reports to increase tobacco program awareness to the Latinx/o/a community, stakeholders and to help groups determine critical issues, strategies, and practices that would best serve the Latinx/o/a community.
- Oversees the Tobacco Prevention Program supervision of volunteers and student interns for assignments to specific programs such as focus groups and community assessments.
- Builds effective cross-sector partnerships to influence change and collaboration with diverse partners.
- Leverages community resources and partnerships to make a meaningful impact on the use of tobacco among young Latinos/as/x.
- Identifies and researches the connection between behavioral health and lack of mental health services, which leads to tobacco use as a coping strategy for unaddressed mental health issues.
- Supports grant proposals, reports, and correspondence for funders and is responsible for their timely submission.
- Supports budget planning and tracking.
- Assists management team, program design, grant development, evaluation, and implementation on initiatives as needed.
- Represents OLHC in the community and at events in a positive light.
- Participates in monthly all-staff meetings and other events as assigned.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Respectfully takes direction from the Policy Manager.
- Other duties as assigned.

COMPENSATION:

Annual Salary of \$55,000 to \$58,000

TO APPLY:

Please submit your cover letter and resume at:

Josué Peña Juárez, Policy Manager

josue@orlhc.org

Ph: [\(971\) 229-0482](tel:9712290482)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER