



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Smoking Prevention and Policy Specialist

FLSA Status: FULL TIME, non-exempt

Department: Human Services Department

Reports to: Human Services Director

Pay Range: \$29.00

MISSION STATEMENT:

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

JOB SUMMARY:

Implement the program activities/components outlined in the WA DOH Contract - Public Health Departments and the National Alliance for Hispanic Health/Nuestras Voces Research. Develop and teach an anti-smoking, tobacco, vape, e cigs curriculum to Latino youth advocates, **advocate for policy change**, and participate in educating families and youth about the harm from smoking, vaping and tobacco/marijuana use.

ESSENTIAL QUALIFICATIONS:

- B.A. degree
- 5 years' work experience
- 5 years of experience working in social services and/or policy work or/other relevant work experience.
- Bilingual Spanish/English both written and oral fluency.
- Must have a car and a valid Washington driver's license and show evidence of insurability.
- Must have excellent oral, written and organizational communication skills.
- Experience in presentations and facilitating groups.
- Must be effective in conflict resolution.
- Must have excellent computer skills, specifically in Excel & Power Point.
- Familiar with Outcome and Indicator Reporting.
- Must have good attention to detail.
- Experience working with immigrant/refugee populations.

ESSENTIAL FUNCTIONS:

- Develop and Implement the 2021-2022 DOH work plan to reduce tobacco disparities.
- Execute 2021-2022 work plan outlined by the National Alliance for Hispanic Health/ Nuestras Voces Research.
- Execute 2021-2022 work plan outlined by the National Alliance for Hispanic Health/ Nuestras Voces.

- Support or enhance existing culturally and linguistically appropriate youth leadership development programs and activities to educate decision makers on vapor product industry practices and Tobacco 21 (T21).
- Develop information tools and information for advocates.
- Work collaboratively with Human Services Director for guidance on policy work on updates to the Executive Director and Leadership team.
- Present through organized workshops/classes El Centro de la Raza's culturally appropriate curriculum based on established best practices and assembled resources to be adapted for a Spanish speaking audience in accordance with contracted work plan(s).
- Prepare monthly program reports and Nuestras Voces Research invoices, including CSBG mid and end of year reports and monthly report for Board of Directors.
- Engage in webinars, conference calls as related to contracted work.
- On an ongoing basis, actively engage community and regional stakeholder organizations to become Network members.
- Develop and initiate strategies to conduct outreach and education on tobacco and cancer control, and T21 through local and social media.
- Support the dissemination of Network-related information to partners and stakeholders throughout the Contractor's NCCDPHP region as requested by Alliance.
- Communicate with the alliance staff or its agents and/or other representatives via written reports describing progress and issues pertaining to the Nuestras Voces Research Project. The information provided must be complete and responsive to the information requested.
- Present workshops in Seattle and South King County Public High Schools to youth advocates in accordance with work plan.
- Weekly meets and updates Human Services Director regarding policy, prevention and progress of the overall scope of work.
- Attend weekly Charla meetings, staff meetings, case manager meetings & monthly general meetings.
- Provide work on Virtual platforms as needed during Covid -19.
- Perform other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Must have a proven ability to work remotely and experience using virtual platforms.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

WORKING CONDITIONS:

Works in a general office environment and a classroom environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule. May work different hours on different days. May require some local travel.



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- Remote work eligible: Hybrid (please describe in detail the hours the employee is expected to work from their alternate work site; e.g. 2 days in office, 3 days' work from home 8:00a.m. – 5:00p.m.

- **Include:** El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 20 lbs

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time:

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Covid-19 Vaccination Requirement:

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully

vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 10/2021