

**Seeking:**

*A qualified individual to become a Program Manager in tobacco control grants at Breathe California Sacramento Region.*

This grant-funded, full-time position will entail project-based work that includes activities such as social media development, community survey development, research, writing, educational material development, event planning and management, policy advocacy and more. Work will primarily be performed on a project funded by the California Tobacco Control Program entailing policy advocacy for smoke-free parks, smoke-free multi-unit housing, and smoke-free outdoor worksites. This position will be directly supervised by the Tobacco Control Programs Director.

Ideal candidates will have a background in Public Health through education and/or work experience in program management and implementation. Ideal qualities in candidates include a highly organized self-starter that works well independently and enjoys task-oriented work that often presents opportunities for creative strategizing and solutions. Candidates should be able to confidently manage complex projects and interact with community partners.

**To Apply:**

- Please submit the following documents to Marissa Greenband, MPH, CHES, Tobacco Control Programs Director via email - [mgreenband@sacbreathe.org](mailto:mgreenband@sacbreathe.org)
  - o Resume
  - o Cover Letter - stating your personal qualifications for this position
  - o Up to 300 word statement responding to this question: What interests you in a career in public health and tobacco control?
- Qualified candidates will be contacted to schedule remote interviews over Zoom

**Compensation:**

- Starting salary dependent on degree qualifications and candidate experience: \$50,000-55,000
- Benefits: Health, Dental, Vision; Sick and Vacation Time; Generous Holiday PTO

**Minimum Qualifications:**

- Bachelor's Degree in a health science related field (Biology, Health Science, Sociology, Public Health, Kinesiology, or similar fields)
  - o Preference will be placed on candidates with a Master of Public Health degree, local advocacy work experience, or complex project management experience
- Proficient in Microsoft Word, Excel, PowerPoint
- Able to lift at least 25 lbs
- Willing to occasionally work evenings and weekends for project events
- Has access to reliable transportation

**Ideal candidates will be:**

- Versed in the concepts of health equity, health disparities and the social determinants of health
- Experienced in conducting meetings, presentations, and trainings

- Interested in creating meaningful policy change in Sacramento County jurisdictions
- Capable of creating basic graphic materials through Adobe, Canva, Spark Post, Word, or other similar platforms
- Self-starters – organized at prioritizing work to be completed on various timelines
- Independent Workers – dependable to complete work on their own in a timely manner
- Creative – enjoy developing collateral such as presentations, posters, and other educational materials
- Detail oriented – stays on top of their work and ensures that all requirements of a project are being recognized

**Responsibilities Include (but are not limited to):**

- Regular participation in the Sacramento County Tobacco Control Coalition
- Assist in a variety of materials development such as press releases, letters to the editor, fact sheets, slide decks, petition language and more
- Assist in data collection through community surveys, observational data, petition collection and more
- Attend webinars, trainings, and meetings to grow knowledge of the work on the job
- Maintain highly organized documents tracking work performed on project
- Assemble and prepare educational folders with compiled educational documents
- Assist with preparing for and hosting events such as youth summits, park litter clean ups, and more
- Provide public comment or educational information to local elected officials
- Assist in conducting workshops, strategy meetings, and more with community members, partners, and organizations