

Job Title: Tobacco Prevention Program Intern

Reports to: Sr. Health Education Specialist

Time: 16 hours a week

Prepared Date: 7/5/2022

Stipend: \$15/hr

Position Description

Summary The Tobacco Prevention Program (TPP) is Contra Costa Health Services Department of Public Health leading policy program for tobacco control. Over the past 35 years, TPP has uplifted community voices at city council meetings and has achieved multiple policy victories that have protected and advanced health equity for all Contra Costa County residents. Today, TPP focus is on Tobacco Retailer Licensing and Smoke-Free Multi-Unit Housing policies.

The Program Intern will work to advance the Tobacco Prevention Program's mission to advance and protect Communities of Color's Health in Contra Costa County.

Essential Duties and Responsibilities

- Assist with planning and facilitating County taskforce meetings
- Assist with planning and implementing Youth Coalition recruitment plan and program activities
- Develop, plan, trainings and workshops with TPP Staff
- Co-create design and develop social media marketing materials to educate different audiences about youth vaping, flavored tobacco products, secondhand smoke, positive affirmations, local policies, etc.
- Assist with logistics for the Youth Coalition, Coalition and Subcommittee Meetings (slides, minutes, other tasks as assigned related to meeting preparation)
- Co-create and update Coalition Newsletter quarterly
- Develop simple marketing materials based on accurate tobacco facts and statistics
- Assist with development of tobacco retailer education and compliance packets

Other Duties and Responsibilities

- Elevate program to TPP stakeholders, including community and general public
- Participate in related TPP coalition calls and meetings -Participate in community events and meetings as necessary
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- Other duties as requested

Education and/or Experience

- A current college student or recent graduate (18 years old+)
- Students in Undergraduate, and Master's programs are welcome to apply

Knowledge, Skills and Abilities

- Strong leadership, communication, and decision-making skills
- Strong oral and written communication skills

- Excellent interpersonal skills and ability to build and maintain relationships across diverse demographic groups
- Understanding of Social Determinants of Health
- Strong understanding of youth advocacy and engagement
- Highly motivated and self-sufficient
- Desire to learn about tobacco, lung related diseases, and health policy

Physical Demands Sitting, walking, and listening for up to 2-5 hours per day -Computer keyboarding an average of 2-4 hours per day

Title Program Intern: August 2022 – November 2022, 16 weeks total

Work Environment Given COVID-19 restrictions, TPP interns will be working approximately 50% from home and 50% from the office located in Martinez, CA. Available some night and weekends required.

Stipend \$15/hour.

Equal Opportunity Employer Contra Costa Health Services is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the Lesbian, Gay, Bisexual and Transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, medical condition (cancer-related) or the conditions Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Conditions (ARC). Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

How to Apply Interested candidates, please email your resume and cover letter with “TPP Program Internship - Name “ in the subject line to: Isabelle.Kirske@cchealth.org. Candidates selected for an interview may be required to submit a short interest form and two (2) references. Interviews will begin immediately, and positions will be open until filled.