



## Join Us

Do you want to make an impact on the lives of kids, schools, families, and communities?  
Do you dream of being in a job that enables you to truly collaborate with others to implement change and make a difference?

Action for Healthy Kids® (AFHK) and RMC Health is hiring a remote Tobacco Program Manager, based in Colorado, to support the organization's contract with the Colorado Department of Public Health and Environment focused on the State Tobacco Education and Prevention Partnership (STEPP), and other youth tobacco prevention-focused projects and initiatives.

We are looking for an innovative team player who is passionate about child health. The Tobacco Program Manager will have expertise in tobacco/substance use control, prevention, and education and experience working with schools and youth-serving organizations.

## About Us

At AFHK/RMC Health, we believe that healthy young people are more successful in school and in life. That's why we partner with passionate advocates for the whole child to help them improve their practice.

Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

Action for Healthy Kids (AFHK) is a national non-profit organization raising the bar on the health of the whole child to extraordinary levels across the country. AFHK mobilizes educators, families, and communities to take actions that lead to healthy eating, physical activity, and healthier schools where kids thrive. We partner with dedicated volunteers—teachers, students, parents, caregivers, school wellness experts, and more—from within the ranks of our 140,000+ champions to create healthy school changes. We are committed to impacting holistic changes, focusing on serving students and families from under-resourced communities.

In fall 2022, AFHK and RMC Health completed a merger agreement to bring together their complementary programs and services to meet the urgent needs of America's youth and families.

<b>Position Title:</b>	Tobacco Program Manager
<b>Position Location:</b>	Colorado, Remote
<b>Position Type:</b>	Full-Time (40 hours per week)
<b>Classification:</b>	Exempt
<b>Reports To:</b>	Supervisor, STEPP
<b>Original PD Date:</b>	<b>February 23, 2024</b>
<b>Revised PD:</b>	March 13, 2024



## **Position Summary**

The Tobacco Program Manager will work closely with the Supervisor, STEPP (State Tobacco Education Prevention Program) and is responsible for supporting the organization's work in tobacco/substance use control, prevention, and education in schools and youth- serving organizations.

The position sits within the Risk Behavior Prevention pillar (PreventEd) of our Programs Department, supporting local public health agencies, schools and school districts with risk behavior prevention programming across Colorado and the country!

The Tobacco Program Manager will provide school-based Tobacco Free Policies and Second Chance Project deliverables support. Second Chance is an interactive, web-based alternative to suspension education program for youth who have violated a tobacco policy at school. This role's support includes Second Chance recruitment and implementation, Tobacco Free Schools (TFS) resources development, and TFS policy implementation support. In addition, the Program Manager will support other professional development offerings, capacity building, and technical assistance.

## **Essential Functions:**

### **STEPP and PreventEd**

- Provide high quality Tobacco Free Schools training and technical assistance to grantees, partner organizations, and schools.
- Develop positive relationships with and serve as the contact for assigned partner/grantees, schools/youth-serving organizations for which RMC/AFHK is responsible for providing technical assistance.
- Develop and disseminate Tobacco Free Schools resources and related tobacco prevention and education materials.
- Collaborate with others throughout the Programs Department including other program design colleagues, professional learning team, and school health operations team members, to integrate youth tobacco education and prevention content within other program domains and initiatives, as well as to develop integrated resources and trainings.
- Gather and share success stories, promising practices, and challenges with the Program Team. Regularly report successes from the field to showcase programmatic work by writing impact stories and facilitating connections between districts, schools, and families and the AFHK/RMC Health Marketing and Communications staff.
- Support program evaluation through monitoring of deliverables, recording of completed tasks, and effective communication regarding the process.
- Collaborate with the Research and Evaluation, Marketing, Communications, Development, Finance, and Operations teams as needed, to meet project deliverables.
- Represent the organization externally at meetings and conferences, serving as a spokesperson to current and prospective supporters, partners, funders, and other interested parties as requested.
- Stay abreast of field trends, research, latest policy and best practices related to youth tobacco prevention, and other risk behaviors.



- The focus of this role is anticipated to be on youth tobacco work within the state of Colorado with time towards other projects and initiatives
- Other duties as assigned.

### **Second Chance Program**

- With oversight from STEPP Supervisor, responsible for Second Chance (SC) program deliverables, including:
  - Recruit schools/districts and other youth-serving organizations to utilize the SC program, including training grantees to promote the use of SC.
  - Support SC administrators to implement the program within a non-punitive, restorative, educational framework.
  - Support program evaluation by maintaining data and monitoring student SC completion rates.
  - Facilitate collaboration between STEPP grantees and SC administrators in their counties.
  - Monitor, record, and communicate progress on SC deliverables with STEPP and Program teams.
  - Work with SC developer to identify and resolve program errors to ensure a smooth user experience.
- Support the ongoing needs of SC, including website technical and content updates, ensuring program remains relevant for its intended audience.

### **Competencies**

- Communications: Excellent verbal and written communication skills.
- Client Orientation: Cultivating client relationships and ensuring the client perspective is the driving force behind all value-added organizational activities.
- Adaptability: Effectively manage changing environments, including organizational challenges, technologies, etc.
- Team-Oriented: Ability to build authentic relationships with others and work collaboratively for the good of the client and organization.
- Emotional Intelligence - Ability to understand, process, and express one's feelings, as well as recognize and be able to engage with the feelings of others.
- Positive Disposition: Demonstrating a positive attitude in the face of difficult or challenging situations; providing an uplifting (albeit realistic) outlook on what the future holds and opportunities.
- Time Management/Organizational: Ability to prioritize and meet deadlines while working independently.

### **Supervisory Responsibilities** – not applicable

### **Education and Experience Qualifications**

- Bachelor's degree in public health, health promotion or related area with 5 years of relevant experience in education, public health and/or equivalent.
- Expertise in tobacco/substance use control, prevention, and education programming.
- A thorough understanding of Whole School, Whole Community, and Whole Child (MSCC) principles, practices, and procedures is preferred.
- Proficient with Microsoft Office Suite. SharePoint, ASANA and Salesforce experience a plus.



- Strong virtual technical and communication presentation skills. Experience with Zoom tools a plus.
- Strong project/program management, facilitation, and organizational skills.
- Strong analytical and problem-solving skills.
- Experience in website content development preferred.

Candidate must live in Colorado even though the position is remote. No paid relocations.

The wage range for this role considers the wide range of factors that are considered in making compensation decisions including but not limited to skill sets; experience and training; licensure and certifications; and other business and organizational needs. Compensation decisions are dependent on the facts and circumstances of each case. A reasonable estimate of the current hiring range is \$60,000-\$67,500.

**Expected hours of work** - Hours of work are generally normal business hours, Monday through Friday. Work hours may need to be occasionally adjusted based on the school location to provide support during school business hours.

**Travel**—approximately 5% overnight, multi-day travel can be expected to attend various conferences and/or grantee meetings.

**Physical demands**—The work is sedentary and usually accomplished while the candidate is comfortably seated at a desk or table; extended periods are required. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. Extensive use of computer equipment; and requires frequent telephone or virtual meeting activity.

*Action For Healthy Kids/RMC Health is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*

Candidates can apply at [careers@actionforhealthykids.org](mailto:careers@actionforhealthykids.org)