

**Part-Time Temporary Tobacco Retailer Educator
(December 2019 through March 2020)**

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City (NYC) Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across NYC.

PROGRAM OVERVIEW

The DOHMH is seeking three (3) qualified educators to provide education to tobacco retailers in NYC about New York State (NYS) and NYC tobacco and related product laws. As part of a contract with NYS, the DOHMH is responsible for educating tobacco retailers on the Adolescent Tobacco Use Prevention Act (ATUPA), in particular the sale of tobacco and related products to underage persons. Tobacco retailer education is an essential part of the larger Tobacco Control Program's goal of restricting youth access to tobacco and related products.

These three temporary part-time positions will be housed within the Bureau of Chronic Disease Prevention & Tobacco Control at the DOHMH. The Bureau sits within the Division of Prevention and Primary Care and spearheads programs and initiatives to reduce the burden of chronic diseases and to address the underlying risk factors that lead to them, such as poor nutrition, physical inactivity and tobacco use. The Bureau promotes a healthful environment and systems improvements in the food and physical environment, and develops programs that promote physical activity, healthy eating, smoking cessation and smoke-free environments. The Bureau also develops strategies to convey critical health messages to the public. These 3 temporary part-time positions are **funded through March 31, 2020**. There is a potential to be hired for the following year's campaign cycle.

POSITION OVERVIEW

The Part-Time Tobacco Retailer Educator will visit a predetermined list of tobacco retailers across NYC and provide one-on-one in-person education to tobacco retailer owners/managers/staff about NYC and NYS tobacco and related product laws. This position will be hired through a temp agency.

RESPONSIBILITIES

Each Part-Time Tobacco Retailer Educator will:

- Attend a training, provided by DOHMH, to learn about NYC and NYS tobacco and related product laws, as well as to practice communication skills.
- Perform one-on-one, in-depth visits to tobacco retailers across the five boroughs to educate them on NYC and NYS tobacco and related product laws.
- Attend supervision meetings as requested by DOHMH.
- Collect and submit program evaluation data on a weekly basis.
- Maintain open lines of communication with DOHMH throughout the length of the campaign.

QUALIFICATIONS

- Bachelor degree; preference given to candidates who have completed or are in the process of completing a masters degree in one of the following (or related) fields: public health, public policy, public administration
- 2–3 years work experience; preference given to those with experience providing community education campaigns and/or with interest in, knowledge of, or experience working with tobacco control, smoking cessation
- Excellent presentation, interpersonal, and communication skills
- Ability to be organized and work independently
- Ability to travel to appointments throughout all five boroughs of NYC; car ownership is a plus
- Have personal access to a computer, internet and a phone
- Manage to up to 15 pounds of items for distribution
- Knowledge of Microsoft Office programs (Excel, Word, Outlook, PowerPoint)

LANGUAGES

Knowledge of one of the following languages is a plus, but not required: *Spanish, Arabic, Korean, Chinese*

TIME COMMITMENT

Each Part-Time Tobacco Retailer Educator is expected to work 21 to 35 hours per week for 12 to 15 weeks (315 hours maximum) including a mandatory paid training. The campaign has an estimated start date of December 2nd (subject to change). Campaign will be completed by March 31, 2020.

SALARY AND BENEFITS

Pay rate is \$30/hour.

TO APPLY

To apply, send resume and cover letter, including how your experience relates to this position, to publichealthjobs@fphny.org with “Tobacco Retailer Educator_ your name” in subject line by **Monday, September 23**.

The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.