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Employment - Job Description

November 21, 2008

Health Educator III

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking a part time (0.5 FTE) Health Educator III for the Regional Asthma Management & Prevention (RAMP) initiative. This position is located in Oakland, CA although due to the travel required, this position's location is negotiable if within the Central Valley.

The Central Valley Coordinator classified as Health Educator III manages Regional Asthma Management & Prevention Initiative (RAMP)'s activities in the Central Valley region, which include regional advocacy efforts and technical assistance provision to asthma coalitions. With the regional advocacy, the Coordinator will lead RAMP's collaborative efforts with existing regional advocacy groups working on issues such as addressing asthma in schools, homes, and the outdoor air. With the technical assistance (TA) activities, the Coordinator will provide an array of TA to community asthma coalitions across the Central Valley. The Coordinator also works with asthma coalitions and represents the Community Action to Fight Asthma (CAFA) Network's technical assistance and advocacy efforts in the Central Valley.

Duties & Responsibilities:

- Increase CAFA membership by developing and strengthening relationships with local asthma coalitions throughout the Central Valley and build/strengthen partnerships with key partners throughout the region.
- Represent RAMP and CAFA on regional collaboratives such as the Central Valley Air Quality Coalition.
- Provide technical assistance to coalitions in accordance with RAMP's TA menu including, but not limited to; coalition development, structure and functioning; strategic planning; program implementation (including strategizing and problem-solving); tool identification and/or development; advocacy; evaluation; and facilitating peer learning, coordination, and sustainability planning.
- Document TA strategies, tools, and best practices used within the region.
- Hold regular meetings/workshops or conference calls for all coalitions in the region based on technical assistance needs expressed by the coalitions.
- Connect CAFA network-wide policy efforts with regional campaigns and activities.
- Participate in select CAFA Bay Area regional meetings to learn about other CAFA programs and identify useful information to share with local coalitions.
- Maintain ongoing, regular communication with coalition coordinators through phone calls, side meetings, emails, etc.
- Participate in regular communication with RAMP's CAFA committee about local coalition activities and potential opportunities for collaboration on local and regional issues.

- Complete independent and/or special projects as requested.

Qualifications:

- Bachelor's degree required. Advanced degree in Public Health or related field preferred.
- Minimum 3-5 years of leadership and coordination experience.
- Experience in public health and/or environmental health;
- Experience in technical assistance provision;
- Experience in development and implementation of strategic plans;
- Demonstrated initiative and problem-solving skills;
- Excellent judgment and decision-making skills;
- Excellent oral and written communication skills;
- Proven ability to facilitate meetings, build consensus, and work collaboratively;
- Demonstrated ability to work with diverse communities;
- Work independently with little supervision and manage multiple tasks simultaneously;
- Work as a member of a team;
- Computer literacy, including Microsoft Word, Excel, Access, Outlook, and the Internet;
- Ability to drive across the Central Valley region and occasional travel within California and to National Conferences.

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

How to apply:

To apply for this position, click here [APPLY HERE](#) or go to PHI's Career Site at www.phi.jobs.

Only if you do not have internet access, PHI's mailing address for this position is listed below. Please send cover letter, resume, 2 page writing sample and salary history & requirements ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #191, Oakland, CA 94607-4046
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