



## Position Description: Community Engagement Coordinator

January 2022

---

### Overview

Smokefree SC is a statewide 501(c)3 organization, and our mission is to support and amplify the work of tobacco prevention and control stakeholders in South Carolina. The toll of tobacco use in South Carolina is enormous. Over *7,000 South Carolinians die each year* from tobacco-related illnesses, and the annual healthcare cost of smoking-related illnesses in our state is *over \$2 billion*.

But it's not just smokers who are harmed by tobacco use. Secondhand smoke can be highly toxic to adults, children, and babies who are exposed. Secondhand smoke causes lung cancer even in people who have never smoked, increases the risk of developing and dying from heart disease, increases the risk of having and dying from a stroke, and is linked to some childhood cancers. Unfortunately, less than half of South Carolina is covered by policies that protect citizens from secondhand smoke, and we want to change that!

We are seeking a **Community Engagement Coordinator** whose primary area of focus will be to build advocacy capacity in selected areas not covered by secondhand smoke protections. We offer a hybrid work environment, and candidates anywhere in South Carolina are welcome to apply.

### Ideal Candidate

You are someone who is energized by meeting new people and building relationships around a common cause. You are a skilled public speaker able to clearly convey important talking points and adapt messaging to different audiences. You have the aptitude to learn about and become an expert in tobacco-free/smokefree policy, and you feel passionate about building wellness in vulnerable communities.

### Required Skills and Characteristics

- Ability to build strong working relationships with local leaders and others in positions of influence as well as people from diverse backgrounds and life experiences
- Articulate and engaging public speaker
- Able to clearly convey selected talking points and adapt messaging as needed for different audiences
- Highly organized and detail-oriented with a strong work ethic

### Position Description

#### Primary Responsibilities: Building Local Advocacy Capacity

- Become well versed in tobacco-free/smokefree policy best practices and justification for implementing tobacco-free/smokefree laws and ordinances
- Cultivate relationships with community influencers in selected target areas
- Suggest, plan, and implement activities to develop local leader and community support for smokefree policies
- Attend community events and meetings to educate the public about smokefree policies
- Build interest among diverse community stakeholders to create a community coalition focused on gaining support for local smokefree ordinances
- Train and support local volunteers to advocate for smokefree policy

### Minimum Qualifications

- Bachelor's degree in related area
- 3-4 years relevant work experience
- Experience in meeting planning and facilitation
- Demonstrated track record of successful relationship and partnership building
- Proficiency in Microsoft Word, Excel, and PowerPoint

### Standout Skills *(not required for application)*

- Prior experience in coalition-building or participation, especially with health-related issues
- Knowledge or experience in tobacco prevention and control
- Design skills with experience in creating flyers and promotional materials, Canva preferred
- Knowledge of developing social media content, images, and strategies

### Travel Requirements

Must have a valid driver's license and reliable transportation to travel to selected focus counties. Mileage reimbursement will be given for community-based work. Candidates who reside outside of the Columbia area must be willing to travel to the Columbia office for regular in-person work days with other staff.

### **Compensation and Benefits**

Salary is in the low \$40s depending on experience and skills. Benefits include paid holidays, vacation, and sick leave; health, dental, and vision coverage; and a 3% matching SIMPLE IRA.

### **Work Environment**

We have a 37.5 hour work week with a hybrid office/work-from-home schedule. All of our staff are vaccinated against COVID-19 and are committed to practicing recommended safety guidelines to maintain a healthy and safe work environment.

### **Equal Employment Opportunity**

Smokefree SC (SFSC) is an Equal Employment Opportunity employer committed to providing equal opportunity in all employment practices, including selection, hiring, assignment, re-assignment, promotion, transfer, compensation, discipline, benefits offering, and termination. SFSC prohibits discrimination, harassment, and retaliation in employment based on race; color; religion; national origin; sex (including same sex); gender; pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; service member status; or any other category protected by federal, state, or local law.

### **To Apply**

Email a single PDF file containing a cover Letter, resume, and 2 professional references to [admin@smokefreesc.org](mailto:admin@smokefreesc.org) with "Community Engagement Coordinator" in the Subject field. NO PHONE CALLS PLEASE.