

Manager, Smokefree Communities

Opening Date: August 4, 2010
City: Washington, DC
State: Washington, DC
Association: National Headquarters

RESPONSIBILITIES:

The National Headquarters of the American Lung Association is seeking a **Manager, Smokefree Communities** to oversee the logistics and deliverables of the American Lung Association *Supporting Smokefree Communities* project.

Responsibilities:

Oversees all the logistics and the deliverables of the *Supporting Smokefree Communities* project. Collaborate with project team to develop detailed work plan and timeline. Monitor work plan and timeline and coordinate with project staff to make adjustments as needed to stay on track. Serve as primary point-of-contact with OPHS project officer and contractors. Collaborate with evaluation team to collect and analyze data and generate reports. Collaborate with Finance Department to regularly track and reconcile financials. Coordinate with project staff and Lung Association affiliate Mentors to keep resources on *Smoke-free Communities* website up-to-date. Collaborate with Online Services and Manager, Public Relations to support national media campaign. Track project progress and compile results in conformance with grant reporting requirements. Represent ALA at OPHS meetings and trainings, as appropriate.

QUALIFICATIONS:

Bachelor's degree in public health, science, education or communication. Master's degree preferred. Three years' working experience and strong skills in project management in the field of public health, health policy, tobacco control or social services. Grants management experience strongly preferred. Experience in coalition-building, program evaluation, training and communication. Excellent writing and communications skills. Organizational skills for handling details, setting project and administrative priorities. Ability to work under pressure and follow through to completion on assigned projects and meet deadlines. Demonstrated computer skills, including Microsoft Office programs. Website experience preferred.

APPLICATION PROCEDURE:

Please send or e-mail letter of application and resume with salary requirements to:

Maria Vanegas-Zea
Fax: (646) 807-4758
E-mail: alahr@lungusa.org

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