

## Senior Manager, Smokefree Communities

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**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 **Senior Manager, Smokefree Communities** to provide technical expertise and training for funded communities as part of the American Lung Association *Supporting Smokefree Communities* project. **Preferred location for this position is Washington, DC, but will consider candidates outside the DC area.**

### Responsibilities:

Manage all aspects of the interaction with funded communities in the *Supporting Smokefree Communities* project. Implement, in collaboration with project team, assessment of community learning-needs and development of individualized work plans for communities. Supervise community-based Mentors and serve as primary point of contact for community project members. Serve as Mentor to any communities that do not have a community-based Mentor assigned to them. Direct, in collaboration with project team, the development and implementation of professional development and technical assistance opportunities for communities. Organize face-to-face roundtables in funded communities to finalize work plans. Plan and conduct site visits as needed to provide guidance to communities in implementing their work plans. Facilitate networking opportunities among funded communities. Provide technical assistance, advice and counsel to Lung Associations working in non-funded communities on development and implementation tobacco control policy and systems change initiatives. Collaborate with other Smokefree Communities project staff on the coordination and organization of all aspects of the project. Oversee development of, and maintain, funded community pages on the *Smokefree Communities* websites.

### QUALIFICATIONS:

Bachelor's degree in public health, public policy, science, or education. Master's degree preferred. Five years working experience and strong skills in community-based programs in the field of public health, health policy, or social services. Strong experience coordinating community coalitions, community organization, and project management, preferably including at least two years experience in tobacco control initiatives. Experience in providing training and technical assistance to community coalitions on policy and systems change efforts preferred. 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. Standard computer skills required, experience with websites and social networking preferred. Regular travel will be required.

### 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](mailto:alahr@lungusa.org)

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