

The Partnership for a Healthy Mississippi is recruiting for a YOUTH PROGRAMS COORDINATOR

What are our Youth Programs?

RAT® (Reject All Tobacco) is the only tobacco-free campaign in the country created especially for children in grades K-6. RAT® empowers elementary students to make healthy lifestyle decisions by educating them on the dangers of tobacco and other harmful substances. In addition to prevention education, the program provides opportunities for youth to develop teamwork, communication and other critical life skills.

Generation FREE™ is Mississippi's youth-led tobacco prevention program that empowers youth ages 12-18 to make informed decisions about tobacco use and encourages teens to fight back against the acts of big tobacco companies. Generation Free is fueled by teens and college students across the state that lets young people know that they are FREE to be whoever they want to be!

What we are looking for:

- Outgoing personality
- Ability to multi- task
- Self-motivated/creative thinker
- Ability to submit work/projects in a timely manner
- High standard of integrity with a passion for helping Mississippi's youth to live healthier lifestyles and committed to the RAT® and Generation FREE™ brands/values
- Work in partnership and support team members for the department
- Good work ethic
- Attention to detail
- Great leadership and organizational skills

Experience/Skills Needed:

- Develop and execute smart, effective, and strategic goals and objectives for Youth Programs;
- Work with students, young adults, and adults to implement tobacco control efforts in schools/communities across the state;
- Organize, travel (with some overnight travel required) and execute youth program events (trainings, presentations, conferences, health fairs, contests, etc.) in schools/communities across the state;
- Recruit, train and manage students/young adults to serve on performance groups, advisory boards, and campaign event team, etc.;
- Develop and create educational information for activities, presentations, newsletters, curriculum, etc. that will engage youth in and out of schools;
- Submit required documentation (performance agreements, scholarship application, background checks, etc.), as required;
- Research cutting edge materials, programs and other ways to interactively engage with youth;
- Work with Graphic Designer on social media outlets, website updates, program incentives, etc. to support youth programs campaign(s);
- Assist with program budget development, strategic spending, and complete purchase orders in a timely manner;
- Develop, collect, and enter evaluation needs and grant requirements in a timely manner;
- Offer statewide technical assistance to coalitions, other public health organizations, PHM, as needed and requested;
- Excellent written and oral communication and good working knowledge of Microsoft Office;
- Ability to lift 40 plus pounds;
- Ensure all program related/print materials are edited and approved by Youth Programs Director prior to sending to grantor for final printing;
- Report any problems with show equipment, execution plans, etc. to Youth Programs Director and/or appropriate PHM staff.
- Clean driving record and background check are required for this position.

Your Experience Should Include: Bachelor Degree (preferred or related experience); 3 years' experience in public health/education, program/brand development, community health, or related professional experience, advertising/marketing or related areas of focus. Candidate should be a non-tobacco user.

Travel: Statewide travel is required along with some overnight and weekend travel.

Benefits: Health Insurance (Eye and Dental policies, are optional)
401k optional (after one complete year of employment)

Submit Resume and cover letter to nikki.johnson@healthy-miss.org: In your cover letter, please include an explanation of why your experience is specifically relevant to The Partnership for a Healthy Mississippi's youth-led tobacco prevention program and the organization's mission. This letter should include specifics about your personality, career goals, and best qualities.