

Job Announcement
UPPER SIOUX COMMUNITY

Position: Tobacco Education and Prevention Coordinator
Wages: \$17.00 per hour
Hours: Full time (8:00 AM to 4:00 PM M-F)
Closing Date: Until filled

Qualifications:

- High School Graduate
- **Must be a non-smoker and /or commercial tobacco free**
- Must possess good communication skills (both verbal and written)
- Must be willing and able to present to large or small groups of people.
- Must be willing to submit to background checks, pre-employment screening and random drug testing.
- Must possess a valid Minnesota Driver's License and Insurance.
- Must be able to travel out of town and overnight when necessary.

Duties:

1. Planning and implementing activities that are directly related to preventing and reducing the misuse of tobacco and decreasing exposure to secondhand smoke.
2. Knowledge of Traditional Tobacco Protocols.
3. Provide culturally relevant programming and education for all ages.
4. Participate in STATE-sponsored trainings, technical assistance calls, and other trainings and technical assistance processes as recommended in order to learn about a wide range of cultural strategies for preventing and reducing tobacco misuse and decreasing exposure to secondhand smoke.
5. With assistance from the STATE and the STATE-authorized technical assistance contractor, and based on community input, develop a community-specific action plan to prevent and reduce tobacco misuse and decrease exposure to secondhand smoke.
6. Provide grant summary information to the State upon request for incorporation into STATE reports to the legislature.
7. All other duties as assigned by the Upper Sioux Community Administration.

If interested please apply resume or application to Director of Social Services, Upper Sioux Community, P.O. Box 147, 5744 Hwy 67 East, Granite Falls, MN 56241