



The African American Tobacco Control Leadership Council

JOB DESCRIPTION

Job Title: Special Project Coordinator/Manager
Status: Consultant

AGENCY DESCRIPTION:

The African American Tobacco Control Leadership Council (AATCLC) was formed in 2008 and is composed of a cadre of dedicated community activists, academics, public health advocates, and researchers. Though initially based in and focused on California, we have partnered with community stakeholders, elected officials, public health agencies, and tobacco control advocates across the country and around the world. Our mission is to save our 45,000 Black family members living with us today in this country who will die next year from tobacco-caused diseases. Our advocacy and educational activities focus on stopping the decades-long predatory targeting of the Black community being conducted by the nicotine addicting tobacco industry. We work at the intersection of public health policy and social justice advocacy. Our work has shaped the national discussion and direction of tobacco control policy, practices, and priorities, especially as they affect the lives of Black Americans, African immigrant populations, and ultimately all smokers. The AATCLC has been at the forefront in elevating the regulation of mentholated and other flavored tobacco products on national and local tobacco control agendas. Please refer to these websites, www.savingblacklives.org, www.amplify.love, and www.centerforblackhealth.org/tobacco/ for background information.

POSITION SUMMARY:

The AATCLC is launching a national initiative “*Quantum Leap*,” and we are hiring a consultant to assist with the development and implementation of this special project. *Quantum Leap* will increase the national visibility and reach of the AATCLC and take our efforts to a higher level. The consultant selected for this position will be required to work directly with the AATCLC Leadership to coordinate the day-to-day operations of this effort. The ideal candidate will have experience in campaign development, advocacy, policy development/implementation, materials development, social media, and supervision of their managers. This position will also work closely with the AATCLC Steering Committee and will be required to coordinate and participate in all strategic planning retreats and team meetings.

The successful candidate will be able to work virtually but preference will be given to those with some familiarity of the national commercial tobacco control landscape and living in the Washington, D.C. area. Tobacco control experience is desired, but not mandatory.

JOB DESCRIPTION AND RESPONSIBILITIES:

- Coordinate “Quantum Leap” annual planning meetings and assist with the development of “Quantum Leap’s” long term plan
- Possibly engage and manage other consultants
- Coordinate activities to update and refresh public relations and promotional materials, as well as website
- Assist with preparation of reports, presentations, and other correspondence to effectively promote the AATCLC



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JOB DESCRIPTION AND RESPONSIBILITIES: (cont.)

- Create a database of resources to help support with the exploration of federal legislative policies
- Ability to represent the AATCLC at high level meetings
- Handle logistics and coordinate trainings, webinars, and symposia
- Coordinate and manage scheduling calendar of AATCLC
- Maintain accurate records and deliverable tracking measures for progress reports
- Report to the Project Directors
- Perform other duties as needed

QUALIFICATION AND DESIRED CAPABILITIES:

- Proven ability to work independently AND effectively as an individual and as part of the team
- Strong organizational, detail orientated, and time management skills
- Excellent written and oral communication skills
- Proficient in Microsoft, Social Media platforms such as Facebook, Twitter, Constant Contact
- Professional experience in administrative management, health policy or related field
- Willingness to be flexible with work schedule
- Intelligence, discernment, and sense of humor a plus
- Able to apply principles of cultural humility in her/his work practices and in everyday life
- Knowledge of federal, state, and local efforts to ban menthol cigarettes and other flavored tobacco products
- Advocacy experience
- At least 2 years supervisory experience

Salary: This is a non-benefited consultant position. Compensation commensurate with experience.

Applications will be accepted until February 12, 2021 and must include:

- Cover letter stating intent addressed to Ms. Carol McGruder
- Current resume or CV
- E-mail to: cmcgruder@usa.net
- Contact information for (2) professional references
- No telephone calls please, but questions may be sent (after reading all materials) to cmcgruder@usa.net
- Interviews will be conducted the week of February 15, 2021 via teleconference, so candidates must have access to a computer with a video camera
- Selected candidate should be available to begin work the week of February 22, 2021

The AATCLC is an Equal Opportunity Employer

Notice: This description is to be used as a guide only. It does not constitute a contract, commitment, or promise of any kind. The AATCLC reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.