



Independent Contractor and Period of Performance:

Wisconsin Wins and FACT Coordinator for the Wisconsin African American Tobacco Prevention Network and Wisconsin Tobacco Prevention and Poverty Network from February 1st- June 30th, 2022.

Background:

The Wisconsin Wins Program is a state-funded initiative designed to reduce youth access to tobacco and help retailers avoid fines. FACT is Wisconsin's youth-led tobacco prevention movement, designed to help teens learn and spread the truth about tobacco to their peers.

Scope of work:

The Consultant will perform the following activities for Wisconsin Wins:

1. Conduct 3 public outreach activities. See addendum for examples of activities.
2. Coordinate 2 media outreach activities with the Communications Director.
3. Participate in all Wisconsin Wins meetings.
4. Schedule and host a meeting with the Milwaukee Police Department to discuss compliance checks.
5. Recruit teens (between 15-18 years old) to conduct tobacco retailer compliance checks.
6. Schedule compliance checks and serve as driver for youth compliance checkers.
7. Ensure accurate and timely reporting of compliance checks and other activities on Wisconsin Wins Activity Tracker.
8. Ensure completion of 222 retailer compliance checks.

The Consultant will perform the following activities for FACT:

9. Participate in FACT Advisor Orientation.
10. Participate in all FACT Advisor meetings.
11. Review FACT website and accompanying materials.
12. Strategically recruit 10 youths to participate in FACT activities. See addendum for FACT activities.

13. Coordinate youth participation in 4 Network sponsored events.
14. Coordinate youth participation in State and Local Leader meetings.
15. Ensure reporting of FACTivisms on Activity Tracker.
16. Coordinate youth media outreach attempts with Communications Director.

Required Skills, attributes and materials:

1. BA Degree preferred
2. Credibility and proven track record of working with local youth
3. Events planning experience
4. Available to work evenings and or weekends
5. Strong writing and verbal communication skills
6. Strong organizational skills and attention to detail
7. Community mobilizing experience
8. Strong word processing skills, including word, PowerPoint, excel spreadsheets
9. Knowledge of basecamp a bonus but not required
10. Printer, computer, smartphone with quality camera or quality camera, reliable transportation
11. Self-starter, critical thinker, problem-solving, demonstrated commitment to quality customer service and professionalism
12. Demonstrated ability to work independently, as well as in a team

Compensation:

Not to exceed \$10,000.00 based on half-time availability from February 1st – May 31st.

To Apply:

A letter of interest and resume must be submitted to admin@jumpatthesunllc.com no later than January 10, 2022.