



# Latino Community Development Agency

## Latinos M-POWER Program Coordinator Job Description

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The Latino Community Development Agency (LCDA) is actively looking for a hard-working, creative, and dedicated individual to join the Latinos M-POWER Tobacco Prevention and Wellness Program.

### **DESCRIPTION OF DUTIES:**

Under the supervision of the Director of the Treatment Programs, the Program Coordinator for the Latinos M-POWER Tobacco Prevention and Wellness Program is responsible for the planning and strategic vision of the program and ensures all administrative and grant requirements are fulfilled.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Responsible for the development and implementation of the program's action plan and tracks progress towards yearly goals.
2. Attends and supports regular meetings of the Latinos M-POWER Community Advisory Group.
3. Works with and supervises the Latinos M-POWER Health Educator to ensure that there is effective communication among Latinos M-POWER Program members. Represents agency and/or program in many community events, fairs, etc.
4. Participates in community forums and committees related to the purpose of the project.
5. Prepares monthly, yearly, and site visit reports for the LCDA and the Oklahoma State Department of Health.
6. Will engage in ongoing learning and attend professional development seminars, conferences and other related events.
7. Duties may change to fit the needs of the agency.

### **SPECIAL REQUIREMENTS:**

1. Bachelor's degree in Health Promotion, Health, Sciences or related field.
2. Bicultural and bilingual (Spanish/ English).
3. Ability to work evenings and/or weekends as needed.
4. Ability to travel to Tulsa and Guymon as well as other cities as needed.
5. Ability to travel out of state occasionally for national conferences and other professional development events.
6. High degree of creativity, ingenuity, and motivation.
7. Ability to operate a computer and basic office equipment.
8. Knowledge of business procedures.
9. Ability to establish and maintain effective working relationships with community, employees and partner organizations.
10. Must be well organized and detail oriented.



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**ENVIRONMENTAL/ WORKING CONDITIONS:** Normal office environment. Background check is required and will be requested before start date. Candidates who do not meet background check requirements will be ineligible for the position.

**PHYSICAL DEMANDS:** Requires sitting and standing associated with normal office environment. Some lifting, pushing, and pulling may be required. Manual dexterity needed for using a computer keyboard. Responsibilities, skills, and working conditions may change as needs evolve.

### **PROGRAM DESCRIPTION:**

The Latinos M-POWER Program at the Latino Community Development Agency is a statewide program with emphasis in the counties of Oklahoma, Texas, and Tulsa, working to engage the Hispanic community in education and awareness of the dangers of tobacco use and the promotion of healthy living through physical activity.

The program works diligently with local businesses and organizations to promote healthy environments through the implementation of physical activity and tobacco-free policies. Program staff works to meet yearly goals based on a multi-level public health intervention approach. This includes working with individual businesses and community institutions to pass tobacco-free policies, working with non-profit programs to refer clients to the Oklahoma Tobacco Helpline and developing a health communications plan to educate the community on tobacco issues.

The Latinos M-POWER program is constantly in touch with the targeted communities through a Community Advisory Group formed by community leaders and advocates who support the creation and implementation of the Latinos M-POWER strategic plan and promote grassroots support for tobacco prevention and promotion of physical activity initiatives.

### **Program Goals**

- To create awareness about tobacco prevention and decrease tobacco consumption among the Latino community in Oklahoma.
- To engage business owners and organizations in the passing of physical activity and tobacco-free policies in order to reduce the exposure to second hand smoking and promote physical activity creating a healthier workforce.
- To promote the Oklahoma Tobacco Helpline to Latino community members in order to increase access to tobacco cessation services.
- To promote the Certified Healthy Oklahoma initiative among businesses and organizations in targeted communities.
- To increase the number of community based providers such as medical clinics who deliver culturally and linguistically appropriate warnings to their clients who use tobacco and refer users to the Oklahoma Tobacco Helpline.
- To create initiatives and community-wide challenges promoting physical activity while empowering community members to become wellness champions.



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### HOW TO APPLY

1. **Submit** your resume and a cover letter to: [lcdahire@latinoagencyokc.org](mailto:lcdahire@latinoagencyokc.org)
2. **Subject Line:** Latinos M-POWER Program Coordinator Position