Health Program Specialist Job Description

The Program Specialist is responsible for planning, facilitating and disseminating health information to Arkansas communities and Arkansas Cancer Coalition (ACC) partners. This position will work with ACC workgroups; develop and facilitate the presentation of a wide variety of health information related to tobacco and cancer-control; plans and implements outreach activities; conduct needs assessments; provide and adapt educational health programs and health curriculum and related materials, especially those in minority and underserved populations and maintain relationships with communities and ACC partners.

Reporting to the ED, this position's primary responsibility is to develop, coordinate and evaluate community outreach initiatives and ensure that ACC is represented in all Arkansas counties.

Responsibilities:
- Maintain and strengthen partnerships throughout the state
- Assist in the research and preparation of reports, grant proposals and budgets
- Evaluate the effectiveness of community outreach
- Gain the support and cooperation of public officials, community groups and agencies relative to tobacco-control and cancer control concerns
- Develop, promote and implement a variety of tobacco/cancer information and education programs
- Write and speak effectively and make group presentations
- Establish and maintain tactful and cooperative working relationships with others
- Operate audio-visual equipment
- Be a staff liaison to ACC workgroups

Qualifications
- Working knowledge of the methods and materials of health information and education;
- Working knowledge of the functions and objectives of public and private agencies and institutions that provide community health information and educational activities, programs and services;
- Some knowledge in tobacco and cancer-control best practices;
- Some knowledge of the theories and techniques of teaching and learning for groups such as youth, elderly, physical or mental handicapped, or the economically or socially disadvantaged.

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be:

Equivalent to a bachelor's degree with a major in health, education, social or behavioral science, or related field
OR
Four years community outreach experience providing health or social services which would provide the knowledge and abilities listed above.
SPECIAL REQUIREMENTS

Possession of a valid Arkansas Driver's License and personal vehicle. In-state and out-state travel is required.