



<b>Job Title: Health Educator</b>	<b>Status: Full-time, non-exempt</b>
<b>Reports to: Assistant Director, Programs &amp; Policy</b>	<b>Salary Range: \$30,000 – \$35,000</b>
<b>Starting Date: August 1, 2021</b>	<b>Date Reviewed: May 2021</b>

**Overview:**

Respiratory Health Association is a 501(c)3 local lung health charity residing in Chicago since 1906. We believe in a future free of lung disease. A world without lung cancer, asthma, or COPD. A world with clean air, where everyone breathes easier. To achieve that goal, we collaborate with researchers in a relentless pursuit of new treatments and cures. We empower adults and children living with lung disease by teaching them skills to manage their health. We work with lawmakers to craft innovative policies that promote healthy communities, reduce tobacco use, protect our environment, and build a more sustainable future.

Working closely with the Asthma Programs team, the Health Educator will be responsible for coordinating and delivering school-based asthma programs for students living with asthma throughout Chicago and the surrounding suburbs. This position requires experience fostering relationships with community-based partners and delivering community- and school-based programs in a fast-paced environment, excellent verbal communication skills, the ability to work in a team environment as well as independently, and strong multi-tasking and organizational skills.

**Key Responsibilities:**

**Program Outreach and Delivery**

- Attend asthma, lung health and relevant trainings to become proficient at delivering asthma education to school-age children and their adult caregivers.
- Deliver school- and community-based asthma and lung health education programs, including RHA's evidence-based Fight Asthma Now© (FAN) asthma management education program, throughout Chicago and the surrounding community.
- Conduct outreach to schools, community organizations and other community stakeholders to inform them of educational resources.
- Communicate with school and organizational administrators by phone, email and through meetings to schedule and facilitate implementation of asthma education programs.
- Deliver a targeted number of Fight Asthma Now© programs to youth and teens (ages 8-18) with asthma.
- Communicate and meet regularly with Respiratory Health Association Program Coordinator and Program Manager.

**Data Collection and Management**

- Maintain database of school and community contacts and program delivery.
- Collect and organize program and outreach data; input data into Microsoft Excel database; support analysis of program data.
- Document and track number of asthma education classes and workshops delivered.
- Perform other duties as necessary.

**Qualifications:**

- Associates degree or higher, or equivalent combination of experience that demonstrates ability to communicate with stakeholders and facilitate community-based education programs for children and adults.
- At least one year of experience with the implementation of community programs and/or public health initiatives.
- Excellent written and oral communication skills; must be comfortable and able to speak in front of diverse groups of students. Experience delivering programs within Chicago or working with Chicago residents a plus.
- Knowledge of asthma and lung health issues not required. Candidate will receive all necessary training in asthma and lung health education.
- Must have Illinois driver's license. Access to a car preferred but not required.
- Bilingual English and Spanish highly preferred.
- Ability to manage multiple tasks simultaneously.
- Intermediate computer skills and proficiency using Microsoft Office, especially Excel.

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**To apply:** Email résumé and cover letter by July 23, 2021 to [jobs@resphealth.org](mailto:jobs@resphealth.org). Please include the job title and your name in the subject line. Incomplete applications will not be considered.

**Please note:** Respiratory Health Association (501C3) does not discriminate against any employee or applicant on the basis of age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We adhere to these principles in all aspects of employment, including recruitment, hiring, training, compensation, promotion, benefits, social and recreational programs, and discipline.

As a lung health organization, RHA does not hire persons who smoke or vape and forbids smoking in the workplace.