



Job Title: Program Coordinator	Status: Full-time, non-exempt
Reports to: Assistant Director, Programs & Policy	Salary Range: \$40,000 - \$42,000
Starting Date: ASAP	Date Reviewed:

Overview:

Respiratory Health Association is a 501(c)3 local lung health charity located 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 RHA's Asthma and Tobacco Programs teams, the Program Coordinator will be responsible for daily oversight of parts of RHA's tobacco control and asthma management initiatives, including supporting RHA's health educators to deliver asthma education programs. This position requires experience fostering relationships with community- and school-based partners; managing multiple projects with competing deadlines; strong writing, organizational, and verbal communication skills; and the ability to work in a team environment as well as independently. The ideal candidate will be comfortable speaking in front of a variety of audiences, including children, parents and school staff, and health care and behavioral health providers. The candidate will also be a creative thinker and problem solver.

Key Responsibilities:

- Coordinates RHA's tobacco control programs, including Courage to Quit® and Counsel to Quit®; prepares for, facilitates, and provides follow-up support for tobacco control trainings.
- Coordinates RHA's asthma education programs, including Fight Asthma Now© for youth with asthma and Asthma Management for their caregivers; schedules and delivers programs as needed.
- Supports onboarding and training health educators and assists health educators in the scheduling and delivery of programs.
- Delivers community-based lung health programming related to asthma management, lung cancer, tobacco cessation, and treatment integration to multiple, diverse audiences.
- Conducts outreach to external stakeholders to develop, promote, and implement community-based lung health programs and smoke-free policy, systems, and environment change initiatives.
- Supports program evaluation, database management and program inventory.
- Assists in developing health education and promotion materials, including curriculums, fact sheets, newsletter articles, etc.
- Assists with report writing for grant-funded projects and monitors program budgets as assigned.

Qualifications:

- Bachelors degree or higher with a concentration in public health, health education, or similar background; or equivalent combination of experience that demonstrates ability to meet position requirements.
- At least one year experience in the implementation of community programs, health education, and/or public health initiatives.
- Excellent verbal and written communication skills; must be comfortable and able to present in front of large, diverse audiences, including children and families, school administrators and staff, and medical professionals.
- Experience delivering programs within Chicago or working with Chicago residents a plus.
- Excellent writing skills; experience writing reports or summary documents is a plus.
- Ability to manage multiple tasks simultaneously.
- Must have driver's license and be willing to travel to schools and other community sites (when the CDC and public health professionals deem it safe to do so).
- Intermediate computer skills and proficiency using Microsoft Office, especially Excel.

Knowledge of asthma, tobacco, or other lung health issues not required. Candidate will receive all necessary content training.

To apply: Email résumé and cover letter to 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.

In accordance with RHA's duty to provide and maintain a workplace free of any hazards and infectious diseases, such as Covid-19. As such, **RHA requires all of its employees to be fully vaccinated** unless a reasonable accommodation is approved.