



Position Vacancy Announcement

Position: Tobacco Program Support

Hours: Full time

Reports to: Tobacco Program Manager

Salary: \$12-14/hour

Office Location: Tallahassee, Florida

Big Bend AHEC's mission is to create and enhance community and academic partnerships to improve the health of rural and medically underserved populations. We are currently seeking a Tobacco Program Support staff member to work in our tobacco cessation program. The Tobacco Program Support is a key member of the tobacco program team. He/she will be responsible for assisting with answering the phone, data entry, client tracking, referral calls, and preparation of tobacco program materials for courses, events, mail out, and reports. This position will provide administrative support to the Tobacco Program Coordinator. Occasional nights and weekends may be required.

Qualifications:

1. A minimum of an associate's degree or a vocational certificate with experience required
2. Excellent written and oral communication skills
3. Experience with data collection, entry, and management
4. Strong computer skills such as in the use of Excel, Word, and databases
5. Strong administrative skills and self-directed/motivated
7. Interested in improving the health outcomes of residents
8. Ability to multi-task and remain confidential
9. Knowledge of tobacco dependence and other chronic diseases helpful

Physical Requirements and Working Conditions: Must be able to sit in front of a computer screen for periods of time and be able to operate standard office equipment, including a computer, stamina to maintain attention to detail despite interruption. Good vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone in a courteous manner.

If you are an experienced office worker who is passionate about your work and able to display a positive attitude to support team initiatives, please send a cover letter expressing your interest and why you would be the ideal candidate with a resume to:

Mrs. Desiree Singletary, HR/Financial Coordinator @ dsingletary@bigbendahec.org