

Poe Center for Health Education

Position Description

Title: Wake TRU Program Associate (Part Time)

Reports to: Wake TRU Program Manager

Basic Function:

Under the direction of the Wake TRU (Tobacco. Reality. Unfiltered.) Program Manager, the Program Associate will promote health and reduce disease risk factors for youth groups through the design, implementation, and evaluation of peer-to-peer health behavior programs, with an emphasis on developing a school and community wide strategy to reduce the use of tobacco products. Wake TRU is a teen tobacco use prevention program funded by the NC Health and Wellness Trust Fund.

This is a part time, 20 hour per week, position with opportunities to acquire additional hours.

Minimum Qualifications:

- Bachelor Degree in Public Health, Health Promotion, Health Education, Public Health Policy or related behavior science
- Minimum of two years of health education or related field of behavioral science
- Valid NC driver's license
- Must be available to work periodically on evenings and weekends as a part of the 20 hour per week commitment

Preferred Qualifications:

- Masters Degree or an equivalent combination of work experience and college level course work.
- Second language an asset, particularly Spanish
- Current certification as a Certified Health Education Specialist (CHES)
- Previous experience with tobacco prevention, policy, and cessation
- Experience working with middle and high school age students

Knowledge, Skills and Abilities:

- Experience in curriculum design and development, education, technical writing, and evaluation.
- The ability to make independent decisions, manage various responsibilities with minimal supervision and proactively plan work to effectively meet deadlines.
- Relate to a diverse population of 6th – 12th grade students
- The ability to perform research and present information in a clear, concise and effective manner.
- Proven organization and time management skills
- An understanding of best-practices in prevention of risky-behaviors, preferably with tobacco prevention and cessation.
- The ability to develop and sustain professional working relationships with individuals and groups.
- Computer competency, experience with Microsoft Office XP including Word, Excel, Power Point social networking and comparable programs.

Interested applicants should submit cover letter and resume/CV to Jahan Paleja, Wake TRU Program Manager at j.paleja@poehealth.org