



# PUEBLO Y SALUD, INC.

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Palmdale Office: 39130 3rd St. East Palmdale, CA 93550 Tel: (661)208-4450 Fax: (661)208-4457 [www.pys.org](http://www.pys.org)

## **Full-Time Equivalent (FTE) Assistant Project Specialist**

SUMMARY OF DUTIES RELATING TO PROJECT OBJECTIVES: To reduce youth access to tobacco products: Strengthen Tobacco Retail Licenses in Glendale and Burbank.

Under the direction of the Project Coordinator, the Assistant Project Specialist:

- Will assist the Community Engagement Coordinator with facilitating and implementing policy campaign activities, such as conducting key informant interviews.
- Will assist with following the Midwest Academy Strategy Chart and providing public testimony.
- Will assist in organizing and mobilizing community members to reduce youth access to tobacco products throughout LA County.
- Will attend and participate in local schools, community, staff and other meetings in accordance with program needs, this as a way of fomenting strong working relationships with key community stakeholder organizations.
- Will assist in identifying key decision makers and coordinate with local community organizations, stakeholders and leaders to build support in efforts to reduce youth access tobacco products.
- Conduct public option surveys, media record reviews, policy record reviews, key informant interviews, youth purchase surveys and outcome surveys.
- Other duties as assigned to support achievement to reduce youth access tobacco products and other organization's objectives.

QUALIFICATIONS AND EXPERIENCE: Must have a Bachelor's Degree from an accredited college or university in public health, public policy and/or social services OR one (1) years full-time experience in the fields of public health, public policy and/ or community organizing / advocacy.

- Foreign language(s) spoken and/or written: English/Spanish/ Armenian
- Develop brochures, ads, flyers and other written materials.
- Ability to speak in public and make oral presentations.
- Must have a reliable transportation and must have a valid driver's license and car insurance.
- Flexible schedule, may be asked to attend after work meetings.

DEADLINE: OPEN UNTIL FILLED

SALARY RANGE: 47,000-51,000

Submit your resume & cover letter to:

Ruben Rodriguez  
[rodriguez@pys.org](mailto:rodriguez@pys.org)

Virginia Megerdichian  
[megerdichian@pys.org](mailto:megerdichian@pys.org)

*Pueblo Y Salud, Inc. is an equal opportunity / affirmative action employer. Applications are evaluated on the basis of job qualifications and not on the basis of race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status.*