



# PUEBLO Y SALUD, INC.

Main Office: 1024 N. Maclay Ave., Ste M13, San Fernando, CA 91340-1361 (818) 837-2272 Fax(818) 837-2271  
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) Project Coordinator**

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

Under the direction of the Executive Director, the Project Coordinator:

- Must implement a PAM-based policy campaign using evidence-based strategies that include building and/or broadening community coalitions.
- Will focus on reducing youth access to tobacco products throughout LA County.
- Is responsible for project oversight including, planning and implementation of the policy campaign.
- Will coordinate and prepare the required administrative reports, invoices, and documents.
- Conduct public opinion surveys, media record reviews, policy record reviews, key informant interviews, youth purchase surveys and outcome surveys.
- Will Identify key decision makers and coordinate with local community organizations, stakeholders and leaders to build support in efforts to reduce youth access tobacco products.
- Other duties as assigned to support achievement to reduce youth access tobacco products and other organization's objectives.

QUALIFICATIONS AND EXPERIENCE: Must have a Master's Degree or Bachelors Degree from an accredited college or university in public health, public policy and/or social services OR three (3) 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
- Technology knowledge, skills, and abilities required, i.e. word processing, graphics programs and use of multiple, software. PC skills include Word, Excel, and PowerPoint.
- Develop brochures, ads, flyers and other written materials.
- Ability to speak in public and make oral presentations.
- Knowledge of social media and advertising.
- Must have 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 RANGES: 51,000-55,000

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.*