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**Los Angeles County Department of Public Health
Division of Chronic Disease and Injury Prevention
Tobacco Control and Prevention Program
Assistant Program Analyst
Position: Exempt
Monthly Salary: \$5,164.00
Fully Paid Medical/Dental Insurance
Contract through June 30, 2021**

The following provides a general description of duties and a more specific description of requirements for the Assistant Program Analyst. Please note that the summary of responsibilities and required abilities identified below are not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

This position will work with TCPP staff and funded partners to reduce youth access to tobacco products in the retail environment. This position will assist staff in coordinating collaborative efforts with funded partners including convening and facilitating meetings, developing and implementing community action plans, and ensuring progress toward policy passage.

- Assist staff within the TCPP to develop, implement, and evaluate policy and program efforts that support the goals and objectives of Proposition 56;
- Assist in the coordination of collaborative efforts with funded tobacco control and prevention partners providing leadership, education, technical assistance, and coalition building;
- Assist in facilitating meetings with funded partners regarding policy development and grant implementation;
- Assist in the development of community action plans in collaboration with funded partners and ensure progress toward policy passage and implementation;
- Assist in the development of evaluation plans, instruments, and tools;
- Assist in the development and implementation of a local tobacco control and prevention campaign which includes conducting needs assessments and developing campaign strategies;
- Assist in building/broadening local tobacco control and prevention coalitions and assist in process and outcome evaluations;
- Assist in the preparation of reports, correspondence, position papers, articles, and power point presentations related to tobacco control and prevention goals, activities, and milestones; and
- Assist in the review of grant applications and participate in the evaluation and selection process.

Minimum Qualifications

- A Bachelor's degree from an accredited college or university in a discipline related to the core business function of the department (e.g., health, public health, public policy and/or social work/social welfare) **-AND-** Two (2) years of experience in the analysis of public or non-public programs including those in public health, public policy and/or social work/social welfare.
- A valid California driver's license, proof of vehicle insurance, and reliable transportation or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Knowledge of tobacco control and prevention including tobacco cessation services;
- Experience in policy development, adoption, and/or implementation;
- Computer literate and skilled in use of MS Windows-based programs, including MS Office (Word, Excel, PowerPoint); and
- Ability to make effective presentations to both professional groups and the public.

Qualified candidates should email their cover letter and resume to partnersindiversityresumes@p-i-d.biz or call the office at (626) 793-0020