



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
slthr@spiritlakenation.com

**Job Title:**

**Tribal Tobacco  
Prevention Specialist**

**Open Date:**

**March 9, 2018**

**Position Objective:**

**Major Duties & Responsibilities**

- Assist in the development and implementation of program goals, objectives and activities.
- Regular oral and written communication about tobacco prevention goals, objectives, and activities.
- Build, support and sustain community volunteers and leaders for local tobacco prevention policy initiatives, leadership, and messaging for expanded outreach capacity.
- Advocate for tobacco prevention policy and programs by conducting public education presentations to a variety of groups and organizations.
- Collaborate with other community health agencies and organizations on promotional campaigns and partner in health education programs and services.
- Coordinate tobacco use prevention education program activities with those of other departments and outside agencies and organizations.
- Serves as spokesman and coordinate the development of coalition spokesperson to community organizations, newspapers, and other media and elected officials.
- Maintain program statistics and prepare reports in accordance with grant and/or program reporting requirements.
- Promote public awareness and education of tobacco prevention through mainstream communication outlets utilizing news releases, letters to the editor, TV, radio, newspaper, billboard advertisements, public service announcements, and organizational newsletters.
- Evaluate the effectiveness of tobacco use prevention programs, health promotion campaign strategies and education programs; develop and administer evaluation tools.
- Participate in various community and boards related program activities and responsibilities; represent the agency and provide accurate information regarding tobacco use prevention and resources.
- Collaborate directly with the area schools to give presentations and work with staff on smoking related materials.

**Qualifications, Experience and education required:**

- High school graduate/GED requirements.
- Must have valid Driver License
- Must have a working knowledge of Native American Cultural values and knowledge of reservation life.

- Must have good communication skills – written and oral.
- Computer skills demonstrating the ability to operate Microsoft Word, Excel, Power Point, and Adobe Reader, as well as proficiency with regular and frequent communication through e-mail and the Internet.
- Record keeping and reporting procedures.
- Establish and maintain effective working relationships with other agencies, organizations and tribal entity representatives.
- Basic principles and practices of grant/budget development and management.

<b>Job Role:</b>	Tobacco Prevention Specialist	<b>Company Industry:</b>	Spirit Lake Tribe Tribal Health
		<b>Closing Date:</b>	<b>March 23, 2018</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Tribal Health Director
<b>Hourly Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>JD#</b>	TH-1201015

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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