JOB TITLE: Community College Liaison (CCL)

SUPERVISOR: Project Director

DESCRIPTION:
The CCL is a community leader who works with community college students and key stakeholders to increase awareness regarding tobacco’s effects on health and tobacco policies, that affect the Asian and Pacific Islander community.

GENERAL DUTIES:
This is a part-time position, 8-24 hours under the direction of the Project Director (PD) and the Project Coordinator (PC). CCL will work with the PD and PC to recruit and assist in training community college student interns, work with the community college stakeholders and local health policy leaders, perform project activities as required by our funders, work with subcontractors and make arrangements for training and TA of college students, faculty and staff as needed. This position will assist the Project Coordinator and Project Evaluator to collect data, record and document activities and assist in preparing progress reports.

SPECIFIC DUTIES:
- Work with Asian Pacific Islander student groups in community college.
- Outreach to community college students, student clubs, faculty and other stakeholders to educate policies that protect students from second hand smoke and from tobacco industry targeting of youth through tobacco flavors.
- Recruit community college students to be community leaders in health policies.
- Assist PD and PC to train community college students to be community leaders in tobacco control policies.
- Help the PD and PC network and conduct informational sessions and technical assistance with governmental and community agencies on tobacco control programs and issues affecting the health of community college students.
- Plan, implement, and work with project evaluator and other staff to conduct evaluation of workshops, presentations, informational events, health education classes. Record and document activities, collect data for evaluation and assist in preparing routine reports.
- Other responsibilities as assigned by the Project Director and Project Coordinator.
QUALIFICATIONS
- Enrolled in classes at Chabot, Las Positas or De Anza colleges (part-time and full-time students welcome).
- Passionate about public health and social change.
- Computer literate (proficient with MS-Office Word), internet and e-mail
- Excellent verbal and written communication skills
- Good organizational and time management skills
- Self-starter taking initiative with responsibilities, adherent to deadlines, and works well in team structures
- Creative problem solver
- Ability to work effectively independently and in team-settings
- Willingness and ability to travel preferred, but not required

REQUIREMENTS:
- Experience working with diverse populations and individuals with strong ties to the Asian-Pacific Islander community.
- Presentation, teaching or training experience
- Working within or familiarity with community colleges and/or Asian Pacific Islander Communities in the Bay Area is a plus.
- Possession of a valid California driver’s license.
- Fulfillment of all specified health and safety clearance requirements.

If interested, please send API-CHAT supplemental application (included in this document below) AND the BACR application (also included in email) to API-CHAT@bacr.org ASAP. Compensation: $18-20 per hour.

Bay Area Community Resources (BACR)
Project API-CHAT
About Us
BACR is a nonprofit organization supporting individual and community development throughout the Bay Area. Asian Pacific Islander Coalition for Health Against Tobacco (API-CHAT) is a project within BACR. API-CHAT aims to work with young community organizers and students to promote healthy environments that protect our community. The tobacco industry targets Asian and Pacific Islander communities through deceptive marketing, higher tobacco retailer density and lower prices in communities of color, and the creation of culturally familiar and kid-friendly flavors in tobacco vaping products. We’re fighting back to protect the next generation from the tobacco industry.

Project Email: API-CHAT@bacr.org
Project website: https://www.bacr.org/what-we-do/tobacco
Facebook: API-CHAT
Instagram: bacr_api_chat
Org. website: www.bacr.org

APPLICATION NEXT PAGE
API-CHAT Supplemental Application

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<th>Date of Birth (mo/day/yr)</th>
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<th>Classes taken (last 5 or most applicable classes, newest first)</th>
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1. Do you have experience using Google applications like Gmail, Google Drive, or Google Docs?
   - NO
   - YES

2. Do you know how to use Social Media such as Facebook, Instagram and Twitter?
   - NO
   - YES

3. Do you have a car? (Your answer will not disqualify your application)
   - NO
   - YES

4. Please list any extracurricular school activities or clubs (other than classes) you are involved in.

Section II: Short Answers

Please use the back of this page or attach a separate sheet if you need more space.

1. What about API-CHAT interests you the most?

2. Do you have any creative skills or talents you think would contribute to our team?

3. If applicable, how has tobacco affected your health or the wellbeing of a loved one?