



**Job Title: BACR Program/Project Director**

**Reports To: Chief Operations Officer**

**Part time:** 60 to 80% time

**Job Purpose:** Direct a tobacco education project serving the Russian-speaking community of San Francisco and San Mateo. The project is designed to increase awareness about tobacco related issues and educate decision-makers on policies to reduce exposure to secondhand smoke, reduce youth access to tobacco and counter pro-tobacco messages in advertising and the media. A particular emphasis of the work will be to reduce exposure of second-hand smoke in multi-unit housing, create culturally and linguistically appropriate materials and recruit and train community members to advocate for policy adoption.

**Primary Responsibilities:** Responsible for management and operations of the program/project.

**Specific Responsibilities:**

1. Plan and manage the operations of the project. Monitor achievement of project outcome goals and objectives
2. Oversee the budget of approximately \$190,000 and maintain fiscal accountability for the project
3. Write and process all required documents, contracts and statistical reports. Monitor and collect all necessary BACR internal paperwork/data.
4. Actively participate in agency committees, agency planning and other agency sponsored activities.
5. Hire, train and supervise staff. Ensure quality of staff performance. Create environment among staff consistent with BACR Best Practices that includes team building and celebration.
6. Monitor adherence to agency policies and procedures
7. Develop and maintain positive relationships with all stakeholders, including other service providers, community leaders, client groups, government and civic organizations
8. Clear and direct communication with ED/AED on all pertinent matters related to the operation of the project.
9. Actively seek funding to expand programming.

**Qualifications:**

**Education:** B.A. in related area of study plus at least three years of continuous employment as a supervisor or coordinator. Emphasis on Public Health or Public Administration is desirable.

**Skills:** Demonstrated skills in finance, budgeting, program development, planning, personnel administration and supervision and community relations. Demonstrated success in managing government contracts is required. Strong ties to the Russian-speaking community and experience working on public health and/or tobacco education and policy projects is highly desirable. Grant writing is a plus.

**Personal Qualities:** A commitment to and strong belief in the mission of the agency; ability to maintain goals and priorities in dealing with varying problems, demands, and limitations; ability to be flexible in working with people and organizations with different viewpoints. This position requires excellent communication and organizational skills.