

### ***Youth Vaping Coalition Coordinator: Job Description***

**Estimated Length of Employment:** July 1st, 2024, to March 31, 2025

**Estimated Start Date:** July 1st, 2024

**Estimated Total Wage Amount:** \$20-\$23 / hour @ 35 hours per week

The Youth Vaping Coalition Coordinator will directly report to the President and CEO of LungNSPEI. Their role will be overseen and supported by the PEI Director of Operations and Communications Coordinator, based out of our office in Charlottetown.

The Youth Vaping Coalition Coordinator will experience the unique multi-stakeholder environment that involves government, like-minded organizations, companies, and the public. This role will work in partnership with community partners and youth volunteers (aged 12 to 24) to plan and develop knowledge dissemination activities, events, and materials.

LungNSPEI is committed to providing a mutually beneficial work environment that will help interns develop their current skill set and learn skills in the non-profit sector.

### ***Youth Vaping/Smoking Community Coalition info:***

The proposed community coalition aims to create partnerships and collaboration between researchers, policymakers, and practitioners in both the health and education sectors that will help break down silos and create system-level change. By working together and building support across sectors that interact with youth, our coalition will help create opportunities for Island youth to decrease toxic stress and prevent future issues with chronic disease.

### ***Key Responsibilities:***

- Community outreach to organizations focused on youth and health to update them on coalition activities, knowledge dissemination materials and skill building opportunities.
- Maintain coalition logistics and administrative tasks such as meeting minutes.
- Creation of evidence-based knowledge dissemination activities/materials to our target populations (youth and those who work with youth)
- Including:
  - Strategy and planning for awareness campaign.
  - Development of awareness campaign content for social media (TikTok, Instagram, YouTube), traditional media.
  - Educational materials – Online, print, etc.
- Planning knowledge dissemination events that provide an opportunity to network and connect around the topic of youth vaping, mental health building youth resiliency.
- Research and evaluation of current youth vaping/smoking programming.
- Assisting with the delivery of LungNSPEI communication, such as website content, virtual meetings, in-person workshops and a spring 2025 Tobacco Symposium in partnership with community coalition members and partners (government/NGO)

- Performs other duties and provides support to other departments (Fund Development)

**Education:**

- Post-secondary education in a related field
- Additional experience course work in program design and implementation considered an asset.

**Qualifications:**

- Excellent written and oral communication skills
- Critical thinking and research skills
- Demonstrated computer skills
- Strong interpersonal and organizational skills
- Strong presentation skills
- Knowledge and understanding of smoking/vaping trends and issues
- Strong leadership, excellent organizational
- Capable of working with diverse populations
- Meet eligibility for Creative PEI's *Digital Skills for Youth* program (see below)

**Creative PEI's *Digital Skills for Youth* program criteria:**

- Be between 15 and 30 years of age at the start of the internship.
- Have completed a program at a recognized post-secondary institution.
- Be legally entitled to work in Canada.
- Be a Canadian Citizen, permanent resident, or person who has been granted refugee status.
- Not be in receipt of Employment Insurance during the internship.
- Self-assess as unemployed or underemployed at the time of hiring.

**To apply, please send your resume and cover letter to [robertmacdonald@lungnspei.ca](mailto:robertmacdonald@lungnspei.ca)**