



## **Tobacco Compliance Coordinator- Prevention Resource Center**

Recovery Resource Council is seeking to hire one, full-time Tobacco Compliance Coordinator to work within the Prevention Resource Center (PRC). Desired applicants are individuals who are educated about the dangers of tobacco and who are passionate about reducing the availability and prevalence of tobacco product usage. Must be comfortable with frequent driving to and from various tobacco retail sites. Must be comfortable and confident with face-to-face interactions. Must have demonstrated success and experience with public speaking and coalition or community group activities. Social media/podcast experience preferred. Data collection, data management experience preferred.

### **Duties and responsibilities:**

Provides Recovery Resource Council prevention programs and services to both youth and adults in the 19 counties of Region 3. Conducts tobacco-specific prevention strategies within the Prevention Resource Center's tobacco prevention core to support the State's efforts to comply with the Federal Synar Amendment and restrict youth access to tobacco and other nicotine products. Conducts on-site, voluntary, retail compliance checks with tobacco retailers in the region to assess compliance with State Tobacco laws regarding access, minor tobacco purchase (buys), and signage. Provides retailer education in the region to tobacco retailers who require additional information on the most current tobacco laws, especially as they pertain to minor access. Conducts follow-up, voluntary, retail compliance visits with all tobacco retailers who have been cited for tobacco-related violations and provides informational materials regarding Texas Tobacco Laws. Participates in conference calls, leads local tobacco coalition, creates monthly podcast, provides in-person and virtual educational presentations, and actively contributes to the overall success of the PRC. Works with PRC Data Coordinator collecting and compiling data and preparing the regional needs assessment. Conducts additional tobacco-specific prevention activities as requested to support the goals of the PRC. Must maintain required internal and contract-required trainings, certifications, and staff development assignments.

### **Application Instructions**

1. Complete the application on our website: [www.recoverycouncil.org](http://www.recoverycouncil.org).
2. Forward your resume to to June Deibel, Director of Community Engagement, [j.deibel@recoverycouncil.org](mailto:j.deibel@recoverycouncil.org)
3. Complete the Predictive Index survey before interviewing:  
<https://assessment.predictiveindex.com/c60/b672b4df-1a39-4445-a4aa-bbd1292a05e3?type=candidateba>