



Public Health Management Corporation
Center Square East
1500 Market Street
Philadelphia, PA 19102

Health Promotion Council
JOB DESCRIPTION

TOBACCO ENFORCEMENT OFFICER- PART TIME

(Job Title)

HPC/Tobacco Enforcement

(Department)

****PHMC is proud to be a leader in public health. PHMC requires that ALL employees have received the first Covid-19 vaccination dose by the first day of employment. We will offer the Covid-19 vaccination at no cost, via our Health Centers.**

RESPONSIBILITIES:

To assist in the implementation of local youth access campaigns aimed at decreasing the sale of tobacco to Delaware County youth. Part-time staff are responsible for driving underage youth to stores throughout Delaware County that sell tobacco products and supervising them as they attempt to purchase tobacco products; accounting for money spent, attending all HPC youth access trainings and assisting in the implementation of the PA Synar Survey.

You must have a flexible schedule to work after school hours, holidays, and weekends.

Requirements: Ability to work well with youth and Senior Program Coordinator

- Ability to work independently and as part of a team
- Extremely well organized and detail oriented
- Commitment to tobacco control and good health practices, including a thorough understanding of the goals and mission of this project
- Safe driving skills
- You will be required to attend all mandatory meetings/trainings.

EXPERIENCE: **Must be tobacco free and age 21 or older**

EDUCATION: High school diploma required.

Child Abuse and Criminal History checks/FBI Background Clearance required.

Salary: \$21.25 per hour plus mileage reimbursement.

Position requires valid driver's license (no points), and a registered, insured automobile.

If interested please send your resume to Marissa Williams; mawilliams@phmc.org