



POSITION ANNOUNCEMENT

CLEARWAY MINNESOTASM

Public Affairs Manager

ClearWay MinnesotaSM is an independent nonprofit organization established to eliminate the harm that tobacco causes the people of Minnesota. Our mission is to enhance life in Minnesota by reducing tobacco use and exposure to secondhand smoke through research, action and collaboration. ClearWay Minnesota's work encompasses cessation services, public policy activities, research, media campaigns and community outreach. We were created in 1998 and entrusted with overseeing 3 percent of the state's tobacco settlement funds for a lifespan of 25 years. As a life-limited organization, ClearWay Minnesota will end operations by 2023.

The Public Affairs Manager is actively involved in developing, managing and implementing an integrated public affairs program focused on reducing tobacco use and creating a smoke-free generation in Minnesota. This includes community outreach, government relations and media advocacy to help ClearWay Minnesota achieve our policy goals.

Primary responsibilities include managing ClearWay Minnesota's media advocacy program, providing strategic communications leadership to the statewide tobacco control coalition, conducting community outreach efforts throughout the state, and engaging the Board of Directors in policy advocacy. The Public Affairs Manager reports to the Director of Public Affairs.

Candidates should have a four-year degree in in communications, journalism, public policy, political science, public administration or other relevant field; a minimum of five years' experience in public relations, media relations or public affairs; experience in social media and e-advocacy; experience managing advocacy or political campaigns; and experience working with diverse stakeholders at the local and state level.

Strong interpersonal skills, a flexible and results-driven work style, the ability to build relationships, work in coalitions, and manage projects and campaigns from start to finish are required.

Applicants should submit a letter of introduction and resume by Monday, November 27, 2017, to Pamela Johnson, Search Consultant, at pjohnsonsearch@gmail.com. For more information about ClearWay Minnesota, see www.clearwaymn.org.