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Part-Time Tobacco Program Inspector
Massachusetts Health Officers Association (MHOA)

Geographic Area: Bristol County, Plymouth County, and Norfolk County

I. Position Overview

The Tobacco Program Inspector is responsible for providing merchant education and conducting retail store inspections as well as facilitating youth access compliance checks to tobacco vendors. This position reports to the Tobacco Program Assistant Director.

II. Duties and Responsibilities

- Accept weekly/monthly work assignments from the Tobacco Program Assistant Director.
- Complete all work assignments in the specified time period, using Massachusetts Department of Public Health (DPH) and Massachusetts Tobacco Cessation and Prevention Program (MTCP) approved protocols.
- Enter data into the POST system live in the field and complete any necessary follow-up paperwork.
- Recruit youth buyers (under the age of 21), facilitate their online and practical training, and provide them with supervision during the compliance check process.
- Attend Board of Health/Court hearings as needed.
- Attend MHOA Tobacco Program meetings as needed, and participate in required and ongoing training.
- Meet as needed with the Tobacco Program Assistant Director to discuss progress and challenges in service delivery.
- Conduct follow-up as directed by the Tobacco Program Assistant Director.
- Submit time sheets and expense documentation, including mileage, on a bi-weekly basis.
- Perform other similar job-related duties as requested or required.
- Follow all provisions and policies contained in the MHOA Employee Handbook.

III. Job Requirements

- Broad knowledge of the functions of Boards of Health, including knowledge of tobacco issues and experience with enforcement-related activities, preferred.
- Ability to meet specified timelines in an independent manner.
- Attention to detail and accuracy are essential.
- Excellent interpersonal communication skills, as contacts are made in person, by telephone, email, virtually, and in writing.
- Ability to supervise people under the age of 21, required.
- Ability to work independently or in a team environment as needed.
- Non-smoker and have a valid driver's license and personal vehicle for transportation. This vehicle must be in good working order, be registered and insured.
- Maintain a home office with internet and cellular communication.
- Previous employment in tobacco control, health department inspections, or a bachelor's degree in public health are preferred.

An equivalent combination of education and experience which provides proficiency in the areas of responsibility listed above may be substituted for the above education and experience requirements.

IV. Working Conditions and Physical Demands

This position is contingent upon continued grant funding. Significant automobile travel within Massachusetts is required. Most work will be completed in the field. Must have some evening and weekend availability for youth access compliance checks.The employee operates standard office equipment.

V. Hours, Compensation, and Benefits

This position is part-time (up to 19 hours per week) with sporadic hours depending on the availability of merchant education/inspections and youth access compliance checks being assigned and is paid at a rate of $35 per hour. This position is not eligible for other group benefits, but is eligible to participate in MHOA's 401(k) retirement plan. Part-time employees accrue sick time in accordance with the Massachusetts Earned Sick Time Law.

Applicants should submit a resume and cover letter to tobacco@mhoa.com. Applications will be reviewed on a rolling basis but applications submitted prior to December 31, 2026 will be prioritized.

At MHOA, we are committed to fostering a diverse and inclusive workplace. We believe that our employees' unique experiences, perspectives, and skills contribute to our success. We provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, including pregnancy or pregnancy-related conditions, sexual orientation, gender identity, national origin, ancestry, age, disability, genetic information, active military or veteran status, or any other protected characteristic.

We are dedicated to complying with all applicable federal, state, and local laws concerning non-discrimination and anti-harassment. MHOA also makes reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state or local law. If you require assistance or an accommodation during the application process, please contact us at info@mhoa.com.

The job description above is intended to outline the general nature and level of work being performed by individuals in this position. It is not exhaustive of all responsibilities, duties, or skills required. MHOA reserves the right to modify or amend this job description at any time based on business needs, process improvements, or other operational requirements. Employees may be assigned duties outside of their normal responsibilities as needed.