

The **Tobacco Education and Materials Lab (TEAM Lab)** at the **University of Southern California** invites you to apply to be part of an important committee, the Materials Review Committee. This committee will review newly developed tobacco education materials from tobacco control projects throughout the State of California. We will ask you to make recommendations and suggestions about which tobacco education materials should be made available for widespread distribution. Additionally, through your involvement, you will have the opportunity to meet and work with others on the committee who share your interest in materials development. In return, we can provide training and opportunities to improve your own materials development skills for your target audiences and campaigns.

Deadline to apply:

Materials Review Committee Membership Criteria

About the Materials Review Committee (MRC)

The MRC will be composed of 8-15 members who represent both California Tobacco Control Program (CTCP) funded programs and non-CTCP funded programs with expertise in tobacco control. The Materials Review Committee members will represent the following:

- Priority Populations (ethnic and sexual orientation diversity)
- Regional representation such as Southern, Northern, Central California
- Rural and urban areas
- Local, statewide and national levels
- Experience in the California Tobacco Control Program Workgroups
- California Department of Public Health/Tobacco Control Program staff (at least 2 non-voting members)

Member Eligibility

Have documented experience working in at least one of the following tobacco control topic areas:

- Countering Pro-Tobacco Influences
- Secondhand Smoke
- Youth Access to Tobacco
- Smoking Cessation
- Alternative Tobacco Products

The applicant should also have documented experience in the following:

- Materials development experience
- Work experience with diverse populations and communities

Member Responsibilities

The applicant will also be able to meet the following criteria:

- Ability to serve for at least three (3) years on the MRC
- MRC members are expected to attend all MRC meetings that will be held in-person and by teleconference (at least one in-person meeting per year)
- All members will be asked to attend two 1-hour online orientations and informational sessions on the following:
 - Roles and Responsibilities of the MRC;
 - Overview of the Materials Review Process and Materials Review Criteria;
 - Strategies and Best Practices for Reviewing Educational Materials and;
 - Other skills building trainings for MRC members will be offered over the course of the three years.
- Members will review newly developed tobacco education materials that are submitted by CTCP-funded programs and those developed by TEAM Lab

Selection Process

Recruitment and Selection Process

The recruitment and selection of the Materials Review Committee members will be based upon experience with any of the tobacco control topic areas (Countering Pro-Tobacco Influences, Secondhand Smoke, Youth Access to Tobacco, Smoking Cessation, and Alternative Tobacco Products) as well as target audience work experience. USC TEAM Lab will review the applicants and will submit recommendations to CTCP for approval. Each member must be approved by CTCP.

- If there are any gaps in representation of expertise in any of the required tobacco control topic areas, CTCP will be notified and USC TEAM Lab will recruit members to fill any of the gaps
- Members who have been on the MRC for three years and would like to continue will be assessed for additional years of membership based on committee needs

Application Deadline

To apply please complete the **Materials Review Committee Membership Application** and submit the application and your **resume** or **curriculum vitae** to Darrah Kuratani (darrarh.kuratani@usc.edu). Should you have any questions, please feel free to contact Darrah Kuratani (323) 442-8210.