

## **TITLE**

## **Assistant Director – Franklin County Prevention Coalition**

## **QUALIFICATIONS**

- Bachelor's Degree and/or significant experience working with youth and adults.
- Experience in community work and/or public service.
- Knowledge of youth development, ethnic diversity, public health, and substance abuse programs.
- Implementation of social programs including, but not limited to, prevention of substance abuse.

**JOB GOAL** **Responsible for supporting all activities associated with the Coalition. Provide support to Coalition and work groups including, but not limited to, scheduling, event planning, Coalition program support, and other duties as assigned.**

## **ESSENTIAL FUNCTIONS**

1. Coordinate youth focused initiatives; facilitate weekly life skills group, and prevention activities.
2. Support the development and organization of activities and projects.
3. Manage communication, schedule coalition, and manage grants.
4. Work directly and collaboratively with all local organizations.
5. Participate in all Coalition events and town meetings.
6. Remain current on best practices in substance abuse prevention and community work.
7. Assist with design and implementation of initiative and activities.
8. Communicate all activities to Coalition and community.
9. Support strategic planning in Coalition activities, youth prevention and intervention strategies.
10. Conduct outreach efforts to support Coalition efforts.
11. Provide training and orientation for new members.
12. Attend coalition meetings, events, and activities.
13. Perform clerical duties including, but not limited to:
  - Recruit volunteers;
  - Complete data entry for surveys, evaluations, etc.;
  - Create newsletters;

- Assist with formatting of surveys and questionnaires;
  - Maintain annual records of program activities;
  - Design brochures and flyers; write text for the Coalition.
  - TN- Wits Data Entry
  - Maintaining and monitoring life skills class files and billing.
14. Perform other duties deemed necessary by the coalition Director.

### **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty-five (25) pounds, with frequent lifting and/or carrying of objects weighing up to fifteen (15) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

### **TEMPERAMENT (Personal Traits)**

1. Proven ability to work independently.
2. Public relations and/or marketing skills.
3. Organizational skills.
4. Interpersonal and communication skills.
5. Proficient with Microsoft Office and general computer skills.
6. Respect for confidentiality of information.
7. Ability to represent the organization in a positive, professional manner.
8. Computer skills.
9. Enthusiasm.

### **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately
4. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**WORK CONDITIONS**

Works the entire fiscal year – July 1 through June 30.

Typical work hours are from 8:00 a.m. through 4:00 pm; flexible hours may be required that may be associated with the position. Not to work more than forty (40) hours in the work week.

The immediate supervisor is the FC Prevention Coalition Director.

**NON-EXEMPT** from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

**GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.