

Pacifica Prevention Partnership
Drug Free Communities Program
Job Announcement

TITLE: DRUG-FREE COMMUNITIES PROGRAM ASSISTANT

REPORTS TO: Program Director

SALARY: \$20.00 Hour

APPOINTMENT TYPE: Part Time

APPOINTMENT DESCRIPTION: Flexible hours up to and not exceeding 40 hours a month; some evenings and weekends

SUMMARY OF POSITION

Under the direct supervision of the program director, the program assistant will assist the director in all aspects of the Drug Free Communities Support Program. This will include but not be limited to website and social media updates, coalition communications, co-facilitation of youth council meetings and other related work. The program assistant will work in partnership with public health leaders, community partners, and youth leaders to create long term community wide changes.

BACKGROUND

In September 2015, the Pacifica Prevention Partnership (PPP) received a Drug Free Communities Support Program Grant (DFC) from the Office of National Drug Control Policy. PPP is a grass roots coalition consisting of members from all sectors of the community.

The goals of the DFC program are to:

1. Establish and strengthen collaboration among communities, public and private non-profit agencies; as well as federal, state, local, and tribal governments to support the efforts of community coalitions working to prevent and reduce substance use among youth.
2. Reduce substance use among youth and, over time, reduce substance abuse among adults by addressing the factors in a community that increase the risk of substance abuse and promoting the factors that minimize the risk of substance abuse.

ESSENTIAL FUNCTIONS

- Assist in the design and development of program materials
- Attend events as needed to promote coalition within the community
- Responsible for maintaining coalition's web presence and social media weekly
- Employ social media tools as a method to organize youth base
- Assist director in co-facilitation of meetings
- Conduct outreach to recruit and attract dynamic and diverse team of youth leaders
- Produce appealing and relevant materials, and outreach materials
- Work collaboratively as part of a team
- Participate in grant related trainings
- Promote a positive work environment
- Transcribe meeting notes

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of Microsoft Office Suite
- Strong knowledge and experience in the use of social media outreach tools
- Ability to work well with others, including volunteers and students
- Outstanding interpersonal and organizational skills
- Must be very detail-oriented
- Excellent oral and written communication skills
- Ability to work with a team to achieve coalition goals
- Must be able to lift 5 – 10 lbs, standing and sitting required

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent, some college experience preferred
- Minimum 1 year experience working and/or volunteering with community services

JOIN OUR TEAM!

To apply, email a cover letter, resume and application to Program Director: Mary Bier at mbier@juhsd.net or mail hard copies to:

Mary Bier
c/o Oceana High School
401 Paloma Ave
Pacifica CA 94044

Deadline to apply is 11/06/15

*if chosen, interview will take place on Friday 11/13 at 2:00pm