

Job Identification

Title: **CAPA Program Assistant**

Part-time

ORGANIZATION

The **Community Awareness and Prevention Association** is a drug free communities' coalition aimed at preventing and reducing youth substance use while encouraging healthy life choices in the Cities of Brecksville and Broadview Heights through school-based and community-based programming, outreach, education, capacity building, data collection and evaluation, and building collaboration among key stakeholders. We are also committed to using data-driven program evaluation to develop strategies and initiatives to improve the lives of the children, youth and families in our communities. See www.bbhcapa.org for more information.

JOB DESCRIPTION

The **Program Assistant** will provide a high level of support to oversee the broad implementation of the organization's school-based programming. This individual will be responsible for coordinating various aspects of the program, including communications, meetings, implementation coordination across partners and partnering organizations, evaluation efforts and other support efforts as needed. The Program Assistant will work closely with Coalition staff and sector members and provide direct support to the Coalition Director in an array of tasks, including direct program work, community outreach, and assistance in other areas of organizational need. Individuals with an interest in social work, counseling, education or other related fields are strongly encouraged to apply.

DUTIES and RESPONSIBILITIES

Specific responsibilities of this position include:

- Provide project assistance and support for High School Huddle and Middle School Huddle Jr. programs; coordinate planning phase activities, including assistance with project design, implementation, organization and support, communications, and community organization
- Help organize and prepare for meetings and/or presentations
- Assist in writing grant proposals, press releases, and other documents
- Coordinate program meetings and perform requested follow-up duties
- Participate in coalition meetings and work groups
- Assist Coalition Director with additional special projects and administrative assistance
- Other duties as required

QUALIFICATIONS and REQUIREMENTS

- Bachelor's degree required; 1-3 years of work experience in the non-profit field strongly preferred

- Excellent organizational and interpersonal skills, with attention to detail required; strong oral/written communication skills is a must
- Must be self-motivated and able to work independently; able to manage multiple priorities, utilize effective time management skills, and exercise sound administrative judgment
- Proven ability to work collaboratively and productively with administrators, coalition staff, and other individuals from various backgrounds and skill sets

Salary Range:

Competitive pay and benefits; salary is commensurate with experience