



## **Assistant Project Coordinator Job Description**

Fayette County Drug and Alcohol Commission is seeking a full time Assistant Project Coordinator to be part of a collaborative team whose goal is to reduce opioid misuse through evidence-based programs in the schools and communities in and around Connellsville. The Assistant Project Coordinator supports the Project Coordinator of the Opioid Misuse Prevention Project happening in Connellsville School District, known locally as Effective Prevention in Connellsville Communities (EPICC). The Assistant Project Coordinator assists in leading the project staff through a variety of tasks related to organization, communication, and program facilitation. The Assistant Project Coordinator will communicate and instruct youth and their caregivers during evidence-based program facilitation and assist in organizing the school-based curriculum within the Connellsville Area Middle School.

### **Skills/Knowledge:**

- Must have the ability to establish and maintain effective work relationships with the public.
- Must have computer literacy and proficiency with Microsoft Office.
- Should have experience with virtual meetings via Zoom or other virtual platforms.
- Familiarity with and/or ties to the local Connellsville community preferred.
- Must have a professional demeanor.
- Must have excellent written and verbal communication skills.
- Must have the ability to write clear, concise, and grammatically correct letters, reports, and other forms of communications.
- Should have public speaking skills, including the ability to speak to youth and adults about The EPICC Project.
- Should be able to implement evidence-based prevention programming (training provided).
- Must be self-directed, as well as a team player.
- Must have excellent customer service and phone skills.
- Must have the ability to multi-task and complete workload in a timely manner.
- Must have the ability to work independently.
- Must have attention to detail and accuracy.
- Must have the ability to maintain and manage complex schedules.
- Must be resourceful, a problem solver, and organized.
- Must have the ability to meet reporting deadlines.
- Should have a passion for agency mission.
- Should have experience maintaining a social media presence for a business, organization, or group.
- Must have the ability to adapt to new software programs as well as web-based outreach initiatives (i.e. Constant Contact, Mozeo).



## **Responsibilities**

- Will participate in on-the-job training designed to develop and sharpen skills in drug and alcohol prevention to include facilitator training for evidence-based programs associated with Opioid Misuse Prevention Project.
- Observe and assist project coordinator in performing prevention programs for a school district to which the employee is assigned with input from the district. This will include but not be limited to classroom and community programming and presentations.
- Receive adequate training to develop a good working knowledge of literature and resources, such as periodicals, books, pamphlets, and audio visuals concerning alcohol, tobacco, and other drug use/abuse and related issues.
- Assists in keeping program materials up-to-date, and available for facilitation of project.
- Observe and assist program coordinator in providing consultation, education and training to administrators, managers, professional and non-professional staff of area schools, businesses, human service agencies, etc.
- Begin to develop and maintain contacts with community groups and provides ongoing technical assistance to same. Assists in the coordination of community-based information/health fairs and project program promotion.
- Other duties as assigned by the Project Coordinator, Prevention Program Supervisor and/or the Executive Director.
- Manage schedule and personnel information for program facilitators
- Available to work some evenings and weekends
- Responsible for confidential and time sensitive material
- Respond to questions and requests for information

## **Experience/Requirements:**

- Education: Bachelor's degree. Bachelor's degree preferred, but not required in the social sciences or humanities (e.g., psychology, education, social work, sociology, communication).
- Pennsylvania Act 33 child abuse, Pennsylvania Act 34 criminal records check, and FBI criminal background check clearances are required. Pass pre-employment post hire drug screen.