



## Community – The Anti-Drug Coalition Program Assistant Job Description

### **Organization:**

Community - The Anti-Drug (CTAD) Coalition is a 501(c)3 nonprofit with the mission to reduce the use of alcohol, marijuana and other drugs among youth in Bannockburn, Deerfield, Highland Park, Highwood and Riverwoods, Illinois. The coalition consists of volunteers from multiple sectors of the community who work together to build and sustain a safe and healthy community in which youth feel protected, confident and empowered to make drug-free choices. Grant funding is provided by the Healthcare Foundation of Highland Park, other local grants, the U.S. Office of National Drug Control Policy and Substance Abuse and Mental Health Services Administration. Visit [www.CommunityTheAntiDrug.org](http://www.CommunityTheAntiDrug.org) for more information.

### **Position and Responsibilities:**

The Program Assistant helps ensure that CTAD Coalition activities are successful by assisting CTAD staff, Board of Directors and volunteers with tasks including event logistics, facilitating communication, and maintaining records to track progress. As a new position in a growing nonprofit, there is opportunity to help shape and streamline organization procedures. This position has a flexible, part-time schedule and reports to the coalition's Executive Director.

### **Examples of Responsibilities:**

- Arrange and support coalition events and meetings: oversee facility rental/reservation, room and audio-visual set up, registration, refreshments/catering; provide name cards; compile materials; take notes.
- Facilitate communication within coalition and community by assisting with mailings, website and social media posts, email correspondence and meeting reminders.
- Assist with formatting, printing and distribution of educational and promotional materials for a variety of audiences (parents, youth, educators, healthcare providers).
- Maintain accurate records in Excel spreadsheets and online database for funding and reporting requirements.
- Assist with data collection through internet research; tally surveys and evaluations.
- Provide clerical support such as typing, proofreading, filing, making copies, updating documents, maintaining calendars, arranging travel, directing incoming mail/calls to appropriate staff, and processing invoices/receipts.
- Conduct inventory and maintain office/program supplies and equipment; re-order as needed; research pricing and vendors.
- Other duties as assigned.

### **Ideal Candidate Profile:**

- Passionate about keeping teens alcohol and drug-free.
- Desire to help a growing, community-based nonprofit build a strong foundation.
- Well organized and self-directed. Ability to work well with limited supervision.
- Ability to juggle and prioritize multiple projects and tasks.
- Experience working with a nonprofit organization and/or multiple community sectors such as schools, government, healthcare, and faith community.

**Requirements/Skills:**

- High school diploma or GED required. Associates or Bachelor degree preferred.
- Excellent verbal, written and communication skills. Bilingual in Spanish preferred.
- Strong computer skills. Must be proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint) and G Suite (Google Calendar, Drive, Docs, etc.). Familiarity with Adobe Acrobat Professional, SurveyMonkey and Constant Contact email marketing a plus.
- Willingness to work periodic weekends and evenings.

**Applications & Salary:**

- Part-time position estimated at 18-20 hours per week.
- Compensation is \$15 per hour. No additional benefits provided.
- TO APPLY: Submit your cover letter and résumé as a PDF or Word document. You may upload and submit them via the posting on [www.npo.net](http://www.npo.net) ([bit.ly/ctadassistant](http://bit.ly/ctadassistant)) or email them to [info@communitytheantidrug.org](mailto:info@communitytheantidrug.org). Please ensure your name is in the title of the document. Applications without a cover letter will not be considered.
- Position posted until filled.

**Physical Demands and Work Environment:**

The position requires daytime as well as periodic evening and weekend hours. The program assistant's primary location is Highland Park High School. The program assistant attends meetings, programs, and community outreach activities in the service areas of Bannockburn, Deerfield, Highland Park, Highwood, and Riverwoods.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, write, type, speak, and listen. In addition, the employee may occasionally be required to bend, twist, reach and climb. Specific vision abilities required by this job include close, peripheral and distant vision. The noise level in the work environment ranges from quiet/moderate to loud. The employee is frequently required to interact with the public and other staff.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and organization policy and procedures. Essential and marginal job functions are subject to modification.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*