

POSITION DESCRIPTION

TITLE: Quincy Partnership for Youth Program Assistant/Coordinator – Spanish/English

REPORTS TO: Healthy Communities Manager

LOCATION: Quincy, WA

UPDATED: 02/09/2018

The Quincy Partnership for Youth (QPY) is a collaboration of different sectors within the community who provides leadership opportunities to facilitate research-based efforts to keep youth healthy, drug-free, and successful. To learn more about the Quincy Partnership for Youth visit quincypartnership.org or on Facebook at facebook.com/QuincyPartnershipForYouth. For information related to the Grant County Health District, visit www.granthealth.org

SCOPE OF WORK:

1. Program Assistant/Coordinator will provide leadership support and coordination for the community-based coalition, Quincy Partnership for Youth (QPY), as outlined in the action plan developed by the General Coalition, Youth Coalition, and the Board of Directors.
2. Monitor and track required grant matching funds to assure grant compliance. Establish systems for monitoring of implementation of interventions outlined in the action plan.
3. Coordinate the dissemination of coalition information and resources to coalition members and community. Write and/or review grant proposals, reports, concept papers and other materials to assure funding. Prepare necessary reports and recordkeeping requirements for grantors.
4. Provide timely Spanish language translation services for written and verbal communication.
5. Other activities as assigned.

ESSENTIAL FUNCTIONS:

- Community-based coalition development and engagement;
- Meeting/group facilitation and note taking;
- Knowledge of substance abuse culture and methods to establish effective prevention programs;
- Maintain and foster relationships with community partners and stakeholders;
- Public health program planning to include work plan development and implementation; and
- Program and community assessment and data collection.

KNOWLEDGE AND ABILITIES:

Knowledge of: secretarial skills; grammar and spelling; general office equipment operation; people skills; community mobilization; group and meeting facilitation; effective communication; report preparation and data research; and Microsoft Office.

Ability to: work independently and in a team environment; communicate in Spanish and English languages; effectively communicate with colleagues and stakeholders; represent QPY/GCHD on local, regional, and State levels; exercise best professional judgment; perform secretarial skills (including excellent grammar and spelling, telephone use, filing, etc.); use various types of computer software; use community resources; and deal effectively with people.



MINIMUM QUALIFICATIONS:

High school diploma or equivalent AND at least two years of community organizing or related experience.

Upon hire must pass Spanish language proficiency test.

Must have or obtain a valid Washington State driver's license within 30 days of employment, and have a car for job related travel. Must have proof of liability auto insurance.

PREFERRED QUALIFICATIONS

Associate’s degree in related field.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position is non-exempt and part-time. The work week will consist of 16 hours a week, 4 hours a day, but may be adjusted based on coalition needs. Some evening and weekend work will be required.

Work is both performed in the field and in an office setting; and physical requirements of job include speaking, hearing, seeing, sitting, walking, stooping, standing, lifting up to 50 pounds, writing, and driving; use of hands to finger, handle, feel or operate objects and equipment; reach with hands and arms.

It is the policy of Grant County Health District to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.

TO APPLY:

Mail, fax or email vvaldez@granthealth.org a cover letter, resume, one example of your writing (writing examples: meeting minutes, brochure, or fact sheet), and a Grant County Health District Employment Application to Virginia Valdez, 509-766-6519. Applications can be found at granthealth.org/careers/

Job-related questions can be referred to:

Dayana Ruiz, Coalition Director
druiz@granthealth.org | (509) 237-1363

Grant County Health District is a tobacco-free hiring agency.

Employee Date

Supervisor Date

Administrator Date