

CITY OF EAST PROVIDENCE
TEMPORARY EMPLOYMENT OPPORTUNITY



Drug Free Communities (DFC) Youth and Media Relations Coordinator
Five-Year Grant Funded Temporary Position

35 Hour Work Week - \$20.00 Hourly Rate plus Individual Benefits
Non – Union Five Year Position (based on funding)

JOB SUMMARY:

The successful candidate will report to the DFC Program Director and responsibilities include, however, are not limited to; coordinating events, activities and community partnerships, establishment and leadership of a youth group, initiating correspondence and reports and media relations.

DUTIES AND RESPONSIBILITIES:

1. Assist the Program Director in the successful implementation of the DFC grant.
2. Coordinate community interaction projects and programs.
3. Responsible for media relations, including monthly newspaper submissions and occasional radio submissions.
4. Assist in logistics support (computer supplies, accountability for equipment, etc.).
5. Represent the DFC Program Director at meetings, workshops, and community activities as needed.
6. Plan and organize appropriate youth and community events.
7. Establishing new youth services, including formation and leadership of an East Providence SADD group.
8. Recruit, train, and supervise youth volunteers.
9. Develop and give presentations that are designed to appeal to middle school and high school youth.
10. Promote young people's interests and well-being.
11. Work closely with schools, local authorities, health professionals, and parents.
12. Maintain accurate records and complete administrative tasks such as, reporting, billing, timekeeping, etc.
13. Attend all East Providence Prevention Coalition meetings, facilitate youth group meetings.
14. Other duties as assigned.

QUALIFICATIONS:

This position requires a Bachelor's degree in business management, community health, prevention, social services and/or equivalent work experience. Experience working with youth, substance misuse prevention and federal grants is preferred.

KNOWLEDGE/SKILLS:

1. Ability to communicate effectively in both verbal and writing.
2. Skill in developing and delivering presentations.
3. Ability to work well with people of diverse backgrounds, perspectives and cultures, especially youth.
4. Ability and willingness to be a team player and work collaboratively with coalitions and community agencies.
5. Must be an organized, proactive, work independently and be a self-starter; able to juggle numerous deadlines and various tasks.
6. Technical skills and proficiency in computer applications (Microsoft Office- Word, Excel, PowerPoint, and Publisher) and researching prevention education resources are necessary.
7. Verbal, computer and communication/public speaking skills preferred.
8. Knowledge and experience of working with federal grants preferred.
9. Speaking another language is highly preferred.

PHYSICAL DEMANDS:

1. Must be able to sit/stand in a stationary position 50% of the time.
2. Ability to lift up to 30 lbs.
3. Final candidate will be asked to go through a pre-employment drug screening process prior to start.

This is not an exhaustive list of all duties and responsibilities. The Program Director and the East Providence Prevention Coalition board reserves the right to revise this job description as deemed necessary.

***** This is a grant funded position. EPPC and the City of East Providence cannot guarantee extended employment after grant completion. *****

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US

Resume, application and cover letter must be submitted no later than February 5, 2021 by 4:00 p.m.

At the City of East Providence and the East Providence Prevention Coalition we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce.

We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
ADA/AA/EEO EMPLOYER**

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