



# **Drug Free Coalition Program Assistant**

## **Part Time**

***Explore. Thrive. Belong.***

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

### **ABOUT THE HEALTH**

#### **DEPARTMENT OF JEFFERSON COUNTY**

Jefferson County Health Department promotes the health, safety, and well-being of all people in Jefferson County. The Health Department values advocacy, collaboration, empowerment, health equity, integrity, respect, and evidence based while carrying out their variety of programs offered to achieve our vision of healthy lifestyles, communities, and lifestyles.

### **WHAT YOU WILL DO**

The purpose of this position is to prevent and reduce substance misuse among youth and the greater community through county wide collaboration

### **SOME ESSENTIAL RESPONSIBILITIES**

- Assists in the development of JCDFC's youth advocacy program, including but not limited to scheduling weekly meetings with students, liaising with school advisors and coordinating relevant trainings, activities and recruitment.
- Assists in the development and dissemination of the monthly coalition newsletter.
- Works with the Project Director and Coalition Chair to record and disseminate meeting minutes and other communication with coalition members.
- Assists in maintaining current and relevant information on coalition website and social media sites.
- Assists in the coordination of other coalition activities, based on need and interest.
- Provides youth program support and communication assistance.
- Coordinates small groups of middle school and/or high school students who are learning to be leaders, community advocates and peer educators around alcohol, tobacco, and other drugs.
- Attends Committee meetings as needed.
- Adheres to and promotes safety as a priority in the workplace.

### **Requirements:**

- An Associate's degree or two to three years of related experience; or an equivalent combination of education and experience.
- Valid driver's license or access to reliable transportation.

### **Preferred Requirements:**

- Bachelor's degree from a college or university and one to two years related experience; or an equivalent combination of education and experience.

### ***Wage***

***This position pays \$21.91 - \$24.42/hour based on candidate's successful experience and qualifications.***

### ***Employees at Jefferson County Value***

***\*Competitive Pay\* Excellent Benefits\* Great Coworkers\* Flexibility\* Advancement & Opportunity\****

***\*Family Culture\****

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's website at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov)