



Drug Free Coalition Program Assistant **(Part-Time)**

The Jefferson County Health Department engages and empowers the community to practice healthy lifestyles so they are able to create a thriving community where all residents will have a fair and just opportunity to be healthy. The Health Department values teamwork, collaboration, family, community, accountability and integrity, creativity, striving for excellence, acceptance, and respect while carrying out their variety of programs offered. Jefferson County Drug Free Coalition is a community coalition working to prevent and reduce substance misuse among the youth and the greater community through county wide collaboration.

In order to keep the JCDFC program operating smoothly, the Health Department is looking to hire a Part-time Drug Free Coalition Program Assistant to serve as a coordinator for a small group 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.

As a motivated, assertive, energetic professional, you will be successful in this role by completing the below key tasks and 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 coordination relevant trainings, activities, and recruitment.
- Works with the Coalition Coordinator 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.
- Works to prevent and reduce substance misuse among youth and the greater community through county wide collaboration.
- Performs other duties as assigned or that may develop.

Hours: up to 19 hours/week; flexible days.

Qualifications Needed:

- Associate degree
- Two to three years of experience
- OR and equivalent combination of education and experience

Qualifications Preferred:

- Bachelor's degree from a college or university and one to two years related experience.

Applications will be accepted as long as this position is posted. However, initial screening of applicants will begin: **July 26th, 2021.**

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer