

Part-Time Job Posting and Description

Agency: Prevention Network Michigan
Job Title: Program Assistant
Posting Opens: Friday, August 11, 2017, 9:00 AM EST
Posting Closes: Friday, August 25, 2017, 5:00 PM EST
Reports to: Executive Director

Job purpose:

This part-time, contract-funded position will primarily serve three distinct contracts at Prevention Network; a Skillman Foundation and W.K. Kellogg Foundation funded community grant program, a Food and Drug Administration funded tobacco compliance program, and a state-level substance abuse prevention initiative.

Responsibilities:

Duties are primarily office related and will take place at the PN office in Lansing.

Community Grant Program duties include communicating via phone, fax, e-mail, and in writing with community groups interested in applying for grant funding, grant applicants, and grant recipients. This includes some technical assistance, and explaining to groups on occasion why the review panel did not recommend funding their request. Position is also responsible for electronic and physical filing of information specific to applicant groups, and close communication with our Detroit-based contractors affiliated with the program.

FDA funded responsibilities include communicating with program participants and their parent or guardians to assure all required paperwork is complete and filed appropriately. Also included is the electronic and physical filing of the proper forms and continuing communication with families throughout their participation in the program.

Position Requirements:

- Must be 21 years or older;
- Must have a high school diploma. Possession of a bachelor's degree in a human services field is desired;
- Must possess and maintain a valid Michigan driver's license with clean driving record; possess and maintain valid car insurance, have reliable transportation, and the ability to travel, potentially statewide;
- If there is a personal social media presence, it must be appropriate to the mission of Prevention Network;
- Must be knowledgeable in Microsoft Office.

Knowledge, Skills, and Abilities:

- Time Management skills and ability to handle multiple tasks and/or incremental changes on a consistent and ongoing basis;
- Ability to pay close attention to detail and to follow written and verbal instructions;
- Excellent written communication skills;
- Ideal candidate will have experience with or a firm understanding of social justice and equity issues;
- Because much of our daily interaction with the populations we serve is done via telephone, excellent verbal communication skills are required for this position.

Conditional Employment Requirements:

Candidate must be able to be commissioned by the Food and Drug Administration. This consists of passing a full criminal background check, credit check, fingerprinting, sexual predator check, an interview, and a reference check. Once commissioned, candidate must remain in good standing.

To Apply:

Applicants must submit a cover letter, resume, and references. Please mail, fax, or e-mail your information to the following:

Prevention Network
ATTN: Ken Dail
PO Box 4458
East Lansing, MI 48826-4458

Email: kend@preventionnetwork.org and emilyp@preventionnetwork.org
Fax: 517-393-6931

Salary/Hours:

This is a part-time, limited-term position is contingent upon obtaining and maintaining commissioning from the FDA, satisfactory performance, and continued FDA, foundation, and State of Michigan funding.

This is a 20-hour per week position, with the starting hourly rate in the range of \$15.00 – \$19.00 per hour.

PN provides a benefits package including health, vision, and dental coverage, long term disability and life insurance, paid time off for vacation, unanticipated personal time off, and several federally-recognized holidays. The person hired must use his/her own vehicle to perform services/duties. Reimbursement for mileage will be paid in accordance with the specific contract for which duties are fulfilled.

Location:

This position requires working primarily in the Prevention Network office in Lansing, Michigan. Occasional local travel is expected.

Prevention Network (PN) is a private 501(C)(3) non-profit that was established in 1984. PN's mission is to prevent youth drug abuse and other risk behaviors by working with individuals, grassroots groups, and other organizations in order to improve the health, wellness, and safety in Michigan communities.

Prevention Network is an equal opportunity employer. As an agency that provides services throughout Michigan, we strive to provide employment and contract opportunities to Michigan's many diverse populations. Minority candidates are encouraged to apply.