

**AODA Prevention Associate**  
**Community Advocates Public Policy Institute**

POSITION: AODA Prevention Associate  
REPORTS TO: Deputy Director  
PAY RATE: \$15.00 per hour

**Job Description:**

This is a full-time position. The position entails supporting numerous AODA prevention activities within the Public Policy Institute.

**DUTIES & RESPONSIBILITIES:**

1. Assist in the implementation of the Drug Free Communities and STOP Act work plans
2. Assist in supporting all AODA prevention projects throughout the department
3. Responsible for tabling and outreach events to represent PPI and various projects
4. Attend AODA prevention related meetings, provide staffing support as needed
5. Assist in preparation for meetings and events, including but not limited to printing and gathering materials, taking registrations, connecting with partners
6. Assist in activity tracking and grant reporting
7. Support DFC team in youth group implementation and activities
8. Assist in event development, preparation and execution

**QUALIFICATIONS/SKILLS:**

- ☐ Minimum of B.A. in Social Work, Human Services, or related field.
- ☐ Applied knowledge of substance use/abuse and its impact on young people within the community. Knowledge of public health approaches to prevention a plus.
- ☐ Prior experience with individuals from diverse economic, racial, and ethnic backgrounds.
- ☐ Superior oral and written communication skills.
- ☐ Proficiency in Microsoft Office Suite.

**PERSONAL QUALITIES:** Ability to work as a member of a team and independently; excellent problem-solving skills; ability to multi-task and comfortable communicating with a broad range of community members.

**SPECIAL CONDITIONS/TRAVEL:** Travel will be required. Driver's license and insured personal vehicle required.

**ADDITIONAL INFORMATION:** Must undergo a background check and drug test.

**BENEFITS:** Community Advocates compensation package includes health, life, short & long term disability insurance, employee-paid dental and vision; a 401(k) plan, Flexible Spending Accounts (dependent and medical) and generous paid time off.

To apply, email your resume and cover letter to [jobs@communityadvocates.net](mailto:jobs@communityadvocates.net) no later than September 25, 2019.