

Job Posting: Prevention Program Assistant

Job Opening:

Recovery Resource Council's Prevention Department is seeking to hire one, full-time, 30-40 hours, Prevention Program Assistant to provide administrative support, organization, and structure to the Prevention Department and Community Education. We are seeking someone with a minimum high school diploma, G.E.D. or equivalent who is proficient in Microsoft Excel, Word, Access, Outlook as well as Adobe software.

Duties and responsibilities:

The Prevention Program Assistant will demonstrate professional and respectful communication skills, both over the phone and in person; Assist Prevention Directors with scheduling, data entry, supply ordering, data collection, and outcome reporting. Learn and become proficient with Prevention Database, CMBHS, Globalscape, PATT, and SPSS. Establish links and cultivate relationships within the community to strengthen collaborative efforts and market agency programs. Must maintain required internal and contract-required trainings, certifications, and leadership development assignments. Complete and submit accurate, legible reports and paperwork according to specified procedures and timelines. Must be vaccinated for COVID and uphold all agency and pandemic-specific safety criteria.

Please submit your letter of interest and updated resume to the Senior Director of Prevention Services, Erin McCurdy at e.mccurdy@recoverycouncil.org and the Director of Prevention Services, Alyssa Flores, at a.flores@recoverycouncil.org