

Tri-County Community Action Agency

EMPLOYMENT OPPORTUNITY

Title: Prevention Assistant

Summary Position Description: Tri-County Community Action Agency is seeking part time applicants in the agency's Prevention Department to assist grant coordinator in providing coordination for the youth underage drinking grant in the three high need communities. The goal of the grant is to reduce risk factors, increase protective factor and raise community awareness in promoting the physical, psychological and emotional well-being and safety of the targeted population.

Duties and Responsibilities: (include but are not limited to):

1. Assist with implementing strategies to reduce underage drinking.
2. Assist with increasing capacity of local task forces
3. Actively manage relationships with individuals, schools, the community and businesses.
4. Promote programs, services, activities and maintain good public relation
5. Complete required reports and enter data in state system

Requirements:

1. A Bachelor's Degree in Social Work, Psychology, Criminal Justice, Health Studies or related field a plus.
2. Must be energetic, motivated and a self-starter;
3. Willing to participate in ongoing training and professional development;
4. Outgoing, well-spoken, and capable of working independently.
5. Clerical and computer skills, proficiency in Microsoft office programs required

Application Process: Send cover letter and resume to Patricia Sweet, Director of Prevention Services, PSweet@tricountyri.org

Tri-County Community Action Agency is an Equal Opportunity/Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.