



GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

Community Development Specialist Assistant (CDS Assistant)

WNY Prevention Resource Center

Reporting Relationship:

This position reports directly to the WNY Prevention Resource Center Director or designee.

Duties:

The full time CDS Assistant will support the work of the WNY Prevention Resource Center as they provide technical assistance and training to regional community substance misuse prevention coalitions. This position is salaried non-exempt position. Grant funded.

The CDS Assistant responsibilities include, but are not limited to:

- Handling of office tasks, such as filing, generating reports, scheduling meetings, and answering calls
- Maintenance of the WNY Prevention Resource Center website
- Assisting with the development of printed marketing materials, brochures, business cards
- Making travel arrangements to include flight reservations, car rentals, and hotel accommodations
- Supporting the coordination of events/trainings, to include the development of fliers, tracking of registrations, and assisting at events/trainings
- Completing applicable paperwork in an accurate and timely manner
- Attending coalition meetings on an as-needed basis to provide technical assistance and training
- Preparation of necessary tools/resources for coalition meetings
- Developing and maintaining professional relationships with coalition members, partners and providers
- Upholding confidentiality at all times
- Performing other duties as requested

Qualification and Experience:

Bachelor's Degree in Human Services or related field is preferred. Associate's Degree with at least (1) year of relevant experience considered. Excellent organizational and time management skills. Must possess technical, data surveillance and computer skills to assist with the data and reporting needs of the WNY PRC. Knowledge of Microsoft Office required. Experience with PowerPoint or other similar programs helpful. Experience in website maintenance, and social media a plus Experience and knowledge of substance use prevention preferred. This individual must be willing to receive any training needed to improve his/her knowledge, skills and abilities. Able to periodically travel to upstate/out-of-state conferences and meetings. Pre-employment/post offer background and drug screening required, as well as valid NYS driver's license and method of transportation. Must be addiction free, including tobacco.

Vacancy at: GCASA's 430 East Main Street, Batavia location

Send resume to:

Human Resources

GCASA

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED: 10/1/19

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, color, national origin, creed, sexual orientation, age, handicap, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.