



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

**COMMUNITY DEVELOPMENT SPECIALIST (CDS) ASSISTANT  
WNY PREVENTION RESOURCE CENTER (WNY PRC)**

**REPORTING RELATIONSHIP:** Under direct supervision of the WNY PRC Director, the CDS Assistant will act as an assistant for the Community Development Specialists and PRC Director. The CDS Assistant is a full-time (35 hours) nonexempt grant-funded position and is compensated at an hourly rate of pay.

**SUMMARY OF DUTIES:** Responsibilities include, but are not limited to: Scheduling/confirming meetings, maintaining coalition electronic files, maintaining documents required for Office of Addiction Services and Supports [OASAS], Coordinate the Regional Networking Coalitions (CCC) meetings and events, complete purchase orders and other paperwork in an accurate and timely manner, Assist with the coordination of events/trainings, to include development of flyers, registration tracking, assistance at events/trainings as needed, Make necessary travel arrangements for PRC staff, including hotel, flight and other related plans, Attendance at coalition meetings on an as-needed basis, Perform other duties as requested.

**QUALIFICATIONS:** Bachelor's Degree in Human Services or related field preferred. Associate's Degree with at least 1 year of relevant experience considered. Experience and working knowledge of current substance abuse prevention science a plus. Ability to work flexible days/hours. MUST have excellent computer skills (i.e. Microsoft Office, Excel, Power point) to assist with grant deliverables, reporting, and other needs of the WNY PRC. Knowledge of social media platforms preferred. Willingness to receive any training necessary to improve knowledge/skills, which may include travel. Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background/post offer drug screening required. Grant funded position through September 2021. Possibly part time thereafter.

**Location:** GCASA's 430 East Main Street, Batavia site.

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

5/13//2021

**DEADLINE:**

5/17/2021

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, 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.