



Job Title	Program Support Assistant III
Department	Health and Human Services – Public Health Division
Employment Status	Part-Time
FLSA Status	Non-exempt
Classification	Schedule C

Scope of Work

The Program Support Assistant will support the Senior Substance Use Prevention Program Coordinator in the performance of their duties for the federal STOP Act Grant program and other assignments.

The staff person will assist in the implementation of community prevention initiatives to support the goals and requirements of the STOP Act Grant. This work will also align with the mission of the Substance Prevention Alliance of Needham (SPAN). They will assist with all grant activities: communications, data collection, relevant research, program implementation and distribution of materials to the community through online, print and cable access media outlets in accordance with the grant Action Plan.

Supervision

Received	Senior Substance Use Prevention Coordinator
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Coordinate coalition communications through outreach to media outlets, coalition social media accounts, community leaders, coalition members, and residents on upcoming trainings, activities, and events related to underage substance use and environmental prevention
- Assist in the recruitment of community members and volunteers to enhance representation in youth substance use prevention efforts
- Advocate for, and support, youth initiatives and programs
- Assist in the tracking, reporting, and compliance requirements of the STOP Act Grant, both programmatic and financial
- Coordinate coalition activity logistics for focus groups, trainings, and community presentations including meeting announcements, agendas and minutes
- Perform other duties as assigned

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Bachelor's Degree in Public Health or a related field (social work, public administration, etc.), Master's Degree preferred
- Two (2) years of experience in public health or a related field, or an equivalent combination of education and experience

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of community prevention, Public Health principles, and the Strategic Prevention Framework. • General knowledge of state and local governmental structures, decision making process and organization. • Working knowledge of grant writing, budget preparation and grant management and reporting.
Ability to	• Ability to establish and maintain cooperative relationships with town officials, public health officials, community stakeholders and individuals representing the twelve sectors of the coalition.
Skill in	• Excellent interpersonal skills. • Strong oral and written communication skills. • Working knowledge of Microsoft Office Suite and social media platforms.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer