

**POSTED
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City of Bristol
BRISTOL, CONNECTICUT 06010

JOB ANNOUNCEMENT

PROJECT ASSOCIATE (Part-time)

DEPARTMENT OF PARKS, RECREATION, YOUTH & COMMUNITY SERVICES

Program: Coalition for a Drug Free Community/B.E.S.T. for Bristol

SUMMARY: Assists in coordination strategies to prevent substance abuse through multi-dimensional programming and policy development to promote wellness for the City's youth and families. Coordinate and recruit youth and assist with Teen Night Social on Friday evenings. Assists in monthly coalition and weekly youth leader meetings with minutes, agendas and resources. Strong focus on culture competencies when recruiting youth. Support and assist with ordering materials, planning events and performing related administrative duties. Responsible for updating social media platforms on a weekly basis. Develop advertising materials for coalition activities, prepares correspondence and distributes information. Provides outreach support. Collects data and prepares reports. Requires working knowledge of federal Drug Free Communities Grant requirements and regulations.

CLASSIFICATION & SCHEDULE: Part-time position, 12 hours per week, position contingent upon grant funding. Work schedule will vary that includes evenings and occasional weekend hours.

EDUCATION & EXPERIENCE: Requires Bachelor's degree in social work, psychology, public health, human services or closely related field and 1 year preferred experience in a human service delivery program, OR 5 years experience in a human service delivery program.

QUALIFICATIONS: Requires excellent communication and interpersonal skills, strict confidentiality, culture competency, and must maintain effective working relationships. Intermediate knowledge of Microsoft programs including Excel and PowerPoint; ability to craft professionally written correspondence and marketing flyers; familiarity with Results-Based Accountability (RBA) program evaluation and student achievement assessment methods. Responsible for all social media platforms in advertising project initiatives including Word Press, Facebook, Hootsuite, Twitter, Instagram and Google Gmail.

LICENSE OR CERTIFICATE: Requires valid CT Driver License.

SALARY: \$24.50/hour.

COMPLETE ONLINE APPLICATION & attach RESUME & COVER LETTER at:

www.bristolct.gov

DEADLINE: Open until filled.

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