

**Union County Safe Communities Coalition
Coalition Assistant Job Description**

Purpose of Position: The Safe Communities Coalition works to reduce underage alcohol and tobacco use in Union County. The Assistant position works as part of the Coalition staff to support the works of the Coalition and is directly responsible to the Coalition Coordinator. The Assistant performs a wide variety of clerical tasks, i.e. word processing, purchasing supplies, and organizing for meetings. This position requires someone who can work independently in accordance with established and general policies and procedures. Salary based on Union County guidelines and commensurate with experience.

Essential Functions:

- ▲ Provide administrative clerical and secretarial support to SCC, including but not limited to writing and typing correspondence, reports, printing, filing.
- ▲ Answer a multi-line telephone, route calls appropriately or take messages.
- ▲ Regularly communicate with SCC members, agency staff and others via phone, email, and in writing.
- ▲ Use office machines such as personal computer, copier, fax, and other equipment.
- ▲ Attend SCC meetings and take minutes.
- ▲ Work in support of Coordinator to prioritize and manage work of the SCC.

Auxiliary Job Functions:

- ▲ The Assistant may participate in regional or statewide training or meetings appropriate to the job.

Job Qualification Requirements:

- ▲ Knowledge and skill in English composition and spelling, typing, filing and office procedures is required.
- ▲ Competence in the use of personal computers for office applications: Email, Internet, Word, Excel, Publisher.
- ▲ Experience in organizing projects, events, preparing materials.
- ▲ Written and verbal communication skills demonstrated by prior experience or training.

Mandatory Requirements:

- ▲ High School graduate or equivalent General Education Diploma.
- ▲ Applicant must possess a combination of education, training and/or experience that demonstrates capability to perform the duties of the position.

Desirable Requirements:

- ▲ Ability to prioritize and complete multiple assignments/projects in busy office.
- ▲ Demonstration of being a “quick learner” through prior experience or training.
- ▲ Experience in creating flyers, brochures, desktop publishing, use of digital pictures.