



**KETCHIKAN
WELLNESS
COALITION**

This position can be filled with one full-time or two part-time staff.

Job Title: Program Assistant	Schedule: 20-40 hr/week; flexible schedule; permanent
Reports to: Director of Operations	Starting Wage: \$17.79-20.67/hr DOE
Benefits with Full Time: \$350/month health stipend; 2.5 hrs Wellness Time Off/week; 16 days vacation/year plus State of Alaska holidays paid (12 days)	

Ketchikan Wellness Coalition

Ketchikan Wellness Coalition exists to help make Ketchikan a vibrant, healthy community that people *choose* to live in. Since our establishment in 2008, our volunteer and inter agency task forces have adapted to meet the changing needs of our community. Currently we are working to: further develop health care equity initiatives; reduce substance abuse through youth prevention initiatives; improve mental health protective factors and reduce suicide; enhance cultural unity throughout the community; build a healthier community by expanding physical activity opportunities and promoting nutrition resources; and reduce recidivism by supporting reentrants transition to the community.

Job Summary

This position supports the administrative needs and implementation of key initiatives of the Task Forces. The role supports the behavioral health program, substance use prevention program, Reentry Coalition, nutrition and health programs, and general KWC programming needs. This role performs higher level administrative tasks, assisting in coordinating and managing community events, reporting and documentation of progress and data, communications, and other tasks as assigned. This position is supportive in nature, and tasks will vary depending on programmatic and organizational need.

General Duties & Responsibilities

- Scheduling, attending, and participating in stakeholder meetings, including minute taking
- Engaging relevant stakeholders in the process and implementation of initiatives and projects
- Assist in planning and attending community events and other events
- Help in the development of marketing materials
- File and organize materials
- Assist in updating content for the KWC website
- Assist with communicating with local media to keep community abreast of what KWC is doing
- Support the gathering and tracking of statistics to be used for project focus, evaluation of project outcomes and availability of potential grant funding
- Design and maintain organizational documentation
- Assist in the development of program documents to streamline future efforts
- Develop systems for efficient office procedures
- Undertake general office administrative tasks including, but not limited to: managing mail, receipts/financial processing, creating and maintaining a contact list, answering phone, drafting documents, supply inventory and ordering, maintain filing.

Support the Program Coordinators in implementing the activities and initiatives of the Task Forces. Tasks may include:

- Scheduling and promoting trainings
- Data entry for reporting
- Assisting in organizing community events presentations, and outreach activities

- Support in Task Force management (recruitments, communications, meetings)
- Tracking activities and reporting regularly to the Program Coordinator and/or ED

Qualifications	
Education	High school graduate, or equivalent required Bachelor's or equivalent knowledge and skills obtained through combination of education, training and experience is preferred.
Experience/Training	Minimum two (2) years related experience
Transportation	Some tasks may require personal use of a vehicle. We consider it an asset to have a driver's license and access to a vehicle
Other Skills	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite programs; Excel skills highly valued • Excellent oral and written communication skills • Highly organized and detail-oriented • Demonstrated ability to problem solve • Takes initiative, can be self-directed, and demonstrates solid team skills • Ability to develop and write action plans, and produce reports • Experience in event planning & project coordination • Experience in basic website management is asset, or ability to learn (we use Wordpress, potentially Wix) • Asset: comfortable with design programs such as Canva