



Job Title: Behavioral Health Project Lead & Program Assistant	Schedule: 25-37.5 hr/week; flexible schedule; permanent
Reports to: BH Prog Coordinator	Starting Wage: \$18-\$20/hr DOE
Works with: Behavioral Health Program Coordinator	

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 will take a lead role in the development, implementation, and management of the Community Navigator component of the Ketchikan123 program, working in collaboration with the BH Program Coordinator (BHPC). Ketchikan123 is our community resource directory, a compilation of health and wellness resources designed to support community members. The next stage of the program is launching Community Navigators, volunteers that support individuals in accessing resources. **This program is the primary focus of this role, with 80% of time spent supporting it.** This role will also support the administrative and programmatic needs of key initiatives of the Behavioral Health program and Task Force. 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 need.

Ketchikan123 specific Duties & Responsibilities

- Assist and work with the BHPC in the implementation of the “Ketchikan123” program, including the www.ketchikan123.org website and Alaska Community Resources mobile application
- Perform data entry to add new resource directory profiles and increase content in listed profiles
- Search for new profiles to include in the directory – using social media, incoming calls/emails, outreach to community members, and similar strategies
- Support outreach, promotion, marketing of Ketchikan123
- Work collaboratively to develop Community Navigator volunteer program including establishing a training curriculum and recruitment plan, and evaluate program impact
- Recruit, train, and manage volunteer Community Navigators (volunteers who support individuals to access resources)
- Other duties related to Ketchikan123 as assigned

General Duties & Responsibilities

- Assist in planning and attending community events and other events
- Help in the development of marketing and promotion materials
- Assist in updating content for the KWC website
- 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 program documentation and data tracking/entry
- Support the Program Coordinator in implementing the activities and initiatives of the Task Forces.
- Support in Task Force management (recruitments, communications, meetings)
- Assisting in organizing community events presentations, and outreach activities
- Act as a representative of KWC at community meetings, events, and other gatherings as needed

Qualifications	
Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Proficient in Microsoft Office Suite programs; Excel skills highly valued • Complete data entry with accuracy and precision • Demonstrated sound research skills • Excellent oral and written communication skills in-person, phone, and virtually • Communicate in a friendly and productive manner with individuals and organizations, within and outside of KWC • Flexible and adaptable with ability to problem solve • Manage multiple tasks/projects simultaneously • Able to prioritize tasks and practice effective time management • Ability to produce timely outputs with the necessary support • Collaborate and work as a team player • Accepts and integrates supervision and training • Highly organized and detail-oriented • Takes initiative, can be self-directed
Education	<p>High school graduate, or equivalent required</p> <ul style="list-style-type: none"> • Bachelor's or equivalent knowledge and skills obtained through combination of education, training and experience is preferred
Experience/Training	<ul style="list-style-type: none"> • Minimum two (2) years related experience in Administrative Work, Social Work, Human Services, Public Health, or related field
Assets	<ul style="list-style-type: none"> • Experience in event planning & project coordination • Competent and/or experience in Wordpress • Familiar with health and wellness resources available to the Ketchikan community • Volunteer management experience • Comfortable with design programs such as Canva • 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, but is not required