



Position Description: Reentry Program Assistant

Part-Time position: minimum 20 hours/week

Hourly Salary Range: \$ 20 - \$22 an hour

Benefits: flexible work schedule, 37.5 hr work week

Introduction:

The goal of the Ketchikan Wellness Coalition is to increase the quality of life for its residents by making Ketchikan a healthy vibrant community that people *choose* to live in. As an umbrella organization for several task forces, the Ketchikan Wellness Coalition acts as a platform for individuals and organizations to collaborate and achieve greater success within the community.

The Reentry Coalition is supported by the State of Alaska Reducing Recidivism grant with the goals of:

1. promoting public safety by reducing the threat of harm to persons, families, and their property by reducing recidivism.
2. increasing the success rates of returning citizens who transition from prison by fostering effective, evidence-based risk/need management and treatment by enhancing and expanding access to transitional community supports.

The Reentry Program Assistant supports the administrative needs and implementation of key initiatives of the Reentry Coalition Taskforce. The primary role would be to support the Reentry Program Coordinator. Additionally, as a member of the Ketchikan Wellness Coalition there are times that the position would support the other taskforces to include PIERS Drug Free Community Taskforce, Strengthening Cultural Unity, Behavioral Health Taskforce, Crisis Now, Building a Health Community, Island Recycles, Imagination Library, and general KWC programming. This role performs 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.

Duties and Responsibilities:

This position reports to the Reentry Program Coordinator or Executive Director of the Ketchikan Wellness Coalition. The following statements are illustrative of the essential functions of the job and do not include other non-essential or peripheral duties that may be required.

Program Support:

- Assist in gathering, analyzing, and reporting program evaluation data.
- Plan and manage communications and marketing campaigns through media relations, social media, etc., including writing, editing, and/or development of marketing and outreach materials.
- Generate grant and task force reports.
- Undertake all general office administrative tasks including, but not limited to: managing incoming/outgoing mail, receipts/financial processing, creating and maintaining a contact list, answering phone, drafting documents, supply inventory and ordering, and maintain the filing systems.
- Support Program Coordinators in implementing the activities and initiatives of the Task Forces, this may include program documentation, data entry/tracking, setting up meetings, creating agendas, taking minutes, and other support needs.
- Support the gathering and tracking of statistics to be used for project focus, evaluation of project outcomes and availability of potential grant funding.
- Assists with KWC's community events presentations and outreach activities and act as a representative at these events.
- Light housekeeping office cleaning, vacuuming and garbage disposal.
- Assist in updating content for the KWC website

Qualifications:

- Proficient in Microsoft Office products, including, Word, Powerpoint, and Excel.
- Ability to prioritize tasks and practice effective time management.
- Ability to produce timely outputs with the necessary support.
- Team player with the ability to accept and integrate supervision and training.
- Strong verbal and written communication skills with a variety of individuals and organizations, through e-mail, phone, and in person.
- Strong skills in social media (Facebook).
- Complete data entry with accuracy and precision.
- Demonstrated sound research skills and trouble shooting.
- Communicate in a friendly and productive manner with individuals and organizations, within and outside of the Ketchikan Wellness Coalition.
- Passion for the Ketchikan community and/or Southeast Alaska is preferred.

Additional Assets:

- 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.

If you are interested in applying for this job position, please submit your resume to info@ketchikanwellness.org and include in the title the position for which you are applying.