



Position Description: SPF Community Coordinator

Full-time Exempt position: 37.5 hours/week
Full-Time Annual Salary Range: \$ 45,000 - \$46,000
Benefits: Health Stipend, Retirement match, 1 paid holidays, personal leave accrual, & a flexible schedule

Introduction:

The Strategic Prevention Framework (SPF) Community Coordinator works with the Program Director on the development, implementation, and management of youth prevention programs with the Drug Prevention taskforce, which is a task force of the Ketchikan Wellness Coalition. This role reports to the SPF Program Director and is advised by members of the Drug Prevention taskforce, Ketchikan Youth Alliance, Ketchikan Wellness Coalition Governing Board, and the Executive Director.

This position will support the development, implementation, and management of youth mentorship program - Ketchikan Youth Alliance (KYA). KYA is Ketchikan Wellness Coalition's youth mentorship umbrella coalition, which includes KWC's very active youth group: Ketchikan Youth for Change - who are focused on primary drug prevention.

This role will also support the administrative and programmatic needs of key initiatives of the Drug Prevention 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.

The Ketchikan Wellness Coalition prides itself on being a flexible employer, allowing a combination of remote work and flexible work schedules. KWC accommodates the wellness of the community and the staff. Employees are encouraged to have a healthy and robust life outside of work.

Skills, Abilities, Duties, and Responsibilities:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required.

- Assist and work with the SPF Program Director in the implementation of the Ketchikan Youth Alliance program.
- Support outreach, promotion, marketing of the Drug Prevention Task Force, Ketchikan Afterschool Program, Sealevel project, and Ketchikan Youth Alliance.
- Work collaboratively to develop a mentorship program including establishing a training curriculum, recruitment plan, and evaluate program impact.
- Undertake 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 filing systems.
- Assists with KWC's community events presentations and outreach activities and act as a representative at these events.
- Proficient in Microsoft Office Suite programs; Excel skills highly valued.
- Communicate in a friendly and productive manner with individuals and organizations, within and outside of the Ketchikan Wellness Coalition.
- Flexible and adaptable with ability to problem solve.
- Collaboration and work as a team player.
- Passion for the Ketchikan community and/or Southeast Alaska is preferred.
- 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.

Qualifications:

A successful applicant will not abuse alcohol, or misuse controlled substances (to include marijuana). A passed drug test is required before the applicant can be hired.

- High school graduate or equivalent required.
- Two (2) years related experience in Administrative Work, Social Work, Human Services, Public Health, or related fields.
- Lived experience is valued.

Travel and any other special conditions or requirements:

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. There is also the possibility of travelling outside of Ketchikan, Alaska for training or programming.