

**VACANCY
OUTREACH SPECIALIST
(part-time for the duration of the grant)
SAMHSA**

Opens: December 1, 2017

Closes: Monday, December 11, 2017 4:00 p.m.

Job Summary

Assisting the Project Coordinator to meet the project goals, objectives, and related work plan.

Duties and Responsibilities

- Coordinates all program activities specific to the project, including the provision of direct services to young adults.
- Conducts outreach, awareness, education, and other community capacity building activities.
- Coordinates the ongoing data collection and reporting on all grant activities that will be conducted in accordance with grant requirements.
- Prepare annual progress reports, continuation applications, yearly budgets, and budget modifications, as needed.
- Assists in research and development of sustainability plans for the project.
- Travels and attends trainings pertaining to the assistant position.
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Knowledge – Skills – Abilities (qualifications)

- Ability to meet the goals and objectives of *Sustainable Trauma-Informed Care Project* on time and within budget for the duration of the grant. Must have the ability to perform public speaking, ability to assist with the training of various public and professionals in the community. Communicate effectively, both orally and in writing and to work with minimal supervision. Have effective time management skills. Must possess the ability to develop and maintain effective working relationships with programs, departments, other organizations and agencies. Must exhibit ethical and professional behavior in all facets of this position and must be able to communicate well with others. Must have a basic knowledge of budgets. Must be computer literate; e-mail, excel, and word and be able to operate various office equipment, and other related duties assigned by the supervisor.
- Applicant must pass a back ground check.
- Associates Degree in related field, Bachelor Degree Preferred

To apply submit the following for a complete application for screening:

- ⇒ SCC Application and Current Resume
- ⇒ Letter of interest
- ⇒ Three letters of reference signed and current
- ⇒ Transcripts
- ⇒ Background Check