



Work Study Responsibilities

- Online research
- Organizing mailings
- Planning activities i.e., book venue, develop and deliver posters, work with community partners, secure prizes or food donations
- Staff support

As student worker becomes more proficient, may work into advertising sales (if desired)

Job brief

We are looking for a Staff Assistant to join our prevention team. You will perform various administrative tasks to support our small staff.

To succeed in this role, you should have a flair for helping people, providing administrative support and organizing work. You will collaborate with community partners, so excellent interpersonal and communication skills are a must.

Responsibilities

- Update internal databases through online research
- Help with planning activities for teens
- Print and deliver monthly posters
- Help with planning community meetings

Requirements

- Computer literacy in Word, Excel, and (Publisher a plus)
- Tenacity to research accurate contact information from the internet
- Familiarity with office equipment (e.g. printers)
- Self-starter and able to work unsupervised
- Excellent organizational skills
- Strong verbal and written communication skills