

# Program Assistant

The Best You Coalition (TBY) is seeking a motivated, assertive, energetic professional to provide program, grants management, and communications assistance. The person in this position will help coordinate three Youth Leadership Councils: a High School chapter (KHS), a Middle School chapter (KMS), and a YMCA chapter who are learning to be leaders, community advocates, and peer educators around alcohol and other illegal drugs. They will also provide support for the coordination of the TBY Coalition. TBY is a community coalition working to prevent and reduce substance use among the Keokuk Community School District youth through education, advocacy, and environmental change. TBY operates under the fiscal management of Central Iowa Detention.

## Job Information

**Job Title:** Program Assistant

**Hours:** 20 hours/week

**Pay Range:** \$17 -\$19/hour, based on experience.

**How to Apply:** Please apply with a cover letter, and resume, to Amanda Rogers, Program Coordinator, [amanda.rogers@vbcwarriors.org](mailto:amanda.rogers@vbcwarriors.org). The subject of the email should be "Program Assistant". All required materials must be submitted together to be considered as an eligible applicant. The position will remain open until filled.

## Key Duties

- Assist in overseeing the three Youth Leadership Councils, including but not limited to scheduling meetings with students, liaising with school advisors, and coordinating relevant training, activities, and recruitment.
- Assist in the development and dissemination of the quarterly coalition newsletter.
- Assist in writing, compiling, and submitting grant proposals.
- Assist in grant reporting, documentation, and other funder requirements.
- Record coalition activities and accomplishments in the internal tracking system.
- Coordinate monthly newspaper articles and newspaper ads as needed.
- Assist in recording and disseminating meeting minutes and other communication with coalition members.
- Assist in maintaining current and relevant information on the coalition blog and social media sites.
- Assist in the logistical coordination of other coalition activities and events, based on need and interest.

## Key Qualifications

- A bachelor's OR associate's degree OR at least two years of relevant experience, is required.
- Experience in and enjoy working with adolescents in an advisory, support, or leadership capacity, is preferred.
- Knowledge of coalitions, community organizing, and youth substance use prevention, is preferred.
- Knowledge of Keokuk, Rural Lee County, and community resources is preferred.
- Highly detail oriented and strong organizational skills.
- Ability to work independently and execute projects on time.
- Excellent written communication skills, including demonstrated ability to write clearly, professionally, and strategically.
- Excellent interpersonal skills and the ability to form positive working relationships with diverse stakeholders.
- Strong computer skills with the ability to learn a variety of online grant systems. MS Office proficiency is required.