



LEAD Phillipsburg: Learn, Educate, Advocate, Develop Drug Free Communities
c/o Joseph H. Firth Youth Center

Position Title: Bilingual Project Assistant

Classification: Exempt Employee

Reports To: Project Coordinator

Compensation: \$20-\$25 per hour **Hours:** Up to 12 hours per week, Some hours may be remote.

General Summary: To support the Project Coordinator in implementation of the activities of the *STOP! Be Safe & Sober!* project in meeting the goals and objectives. Must possess bilingual skills (English to Spanish), to meet translation and conversational responsibilities.

Duties and Responsibilities:

1. Support the mission of the LEAD Phillipsburg: Learn, Educate, Advocate, Develop Drug Free Community Coalition, as it relates to the Sober Truth on Preventing Underage Drinking Act (STOP Act) grant.
2. Aid in the implementation of the Strategic Prevention Framework and all activities of the STOP Act grant.
3. Attend LEAD-DFC, Municipal Alliances, organizations, school districts, law enforcement and community meetings to encourage cross-agency and intergovernmental collaboration.
4. To ensure programmatic reporting is accurate, complete, and submitted in a timely manner.
5. Gather information, compile materials, prepare reports, letters and data findings as these duties relate to the program responsibilities.
6. Review and translate graphic design and media campaign materials.
7. Assist Project Coordinator in assigned STOP Act Action Plan tasks including recruiting and enrolling eligible participants in prevention events.
8. Work with agency staff planning substance abuse prevention events.
9. Respond to all voicemail, email, and verbal or written requests within 48 business hours.
10. Additional related tasks as assigned by Supervisor.

Skills, Knowledge, and Personal Abilities:

1. Communication and interpersonal skills, both in English and Spanish.
2. Understanding of Strategic Prevention Framework.
3. Understanding of Phillipsburg community, including Hispanic/Latino and low-income.
4. Well organized, with bilingual verbal and written communication skills.
5. Energetic and able to work with confidentiality.

Travel requirements: Limited primarily within Warren County by personal car. Mileage reimbursement is available.

Qualifications: Associates degree in social work, health, or related fields is preferred, but not mandatory with ample field work experience. Experience in substance abuse prevention. Required to have verbal/written Spanish language skills. Facilitation experience helpful, but not required.

Opportunities for additional hours and advancement within the organization may become available for qualified candidates.

Interested candidates should submit a resume and cover letter: Keely Rehman, Project Coordinator
keely@firthyouthcenter.com