



Program Assistant-Grants Management

Orange Partnership for Alcohol and Drug Free Youth (www.orangepartnership.org) is seeking a motivated, detail oriented, energetic professional to provide program and grants management assistance to Orange Partnership for Alcohol and Drug Free Youth. Orange Partnership is a community coalition working to prevent and reduce substance abuse among the youth of Hillsborough & rural Orange County through education, advocacy and environmental change. Orange Partnership operates under the fiscal management of Freedom House Recovery Center (www.freedomhouserecovery.org).

I/Job information

Job Title: Program Assistant - Grants Management

Hours: Approximately 15 hours/week, flexible days.

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

How to Apply: Please submit application (<http://freedomhouserecovery.org/careers/open-positions/>), cover letter, writing sample (no more than 3 pages, preferably an excerpt from a grant proposal) and resume, to Ivy Williams, HR Director, at ivy.w@fhrecovery.org. The subject of the email should be "OP Program Assistant 2". All required materials must be submitted together to be considered as an eligible applicant. Position will remain open until filled with priority consideration given to applications received by **March 2nd**.

II/Key Duties

- Assist in writing, compiling and submitting grant proposals
- Responsible for administrative management of current grants, to include reporting, documentation, and other funder requirements
- Support the coalition's Sustainability Committee and other non-grant related fundraising efforts
- Record all coalition activities and accomplishments into internal tracking system
- Process and maintain up-to-date records of expenses, and provide regular budget information to program director
- Assist in the logistical coordination of other coalition activities and events, based on interest and need

III/Key Qualifications

- A bachelor's degree OR at least 4 years relevant experience, required
- Experience in grants management and demonstrated successful grant writing experience
- 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.
- Strong computer skills with ability to learn a variety of online grant systems. MS Office proficiency, required
- Knowledge of Hillsborough and rural Orange County and their community resources, preferred
- Knowledge of coalitions, community organizing, and youth substance abuse prevention, preferred