



PART-TIME EMPLOYMENT OPPORTUNITY SPECIAL PROJECTS ASSISTANT

The East Providence Substance Abuse Prevention Task Force, (*a municipality with offices in City Hall*) is seeking a Special Projects Assistant to provide additional programmatic & office support. This position is grant funded for approx. two years.

Goals of Grant: This position is funded through the Strategic Prevention Framework State Incentives Grant. The goal of this grant is to reduce youth retail and social access to alcohol by targeting the individual, family and environmental domains in East Providence.

Scope of work: may include but is not limited to- educational outreach at community events and cultural festivities; working with the faith-based community and local parent groups; recruiting new Board Members; facilitating and coordinating the cultural competency sub-committee; attending trainings; assisting in creating & enforcing local policies & ordinances; networking with other community agencies; attending City Council, School Committee & Task Force Board of Director meetings; staffing Task Force special events throughout the year; media relations; sending out e-mails; making phone calls; creating flyers; writing press releases; and other general office tasks. This position will be supervised by the Co-Directors of the Task Force and will work jointly with the SPF Project Manager. ** Please note: this position is focused on community outreach to adults in East Providence, even though it may appear to be youth oriented. There will be some opportunity to work with youth, but it will be very limited.*

Preferences: Applicants should be well organized, possess excellent communication skills, be able to work independently and be a team player. Must be proficient in basic Microsoft Office Applications and Internet Communications. Bi-lingual, English/Portuguese strongly preferred. Flexible schedule desired. Hours will vary based upon workload including but not limited to night and weekend work.

Logistics: This position is part-time, 15 hours maximum per week, year round with no benefits. Salary range is \$11-\$13 per hour based on experience. If interested, please apply ASAP with a closing date of **Friday April 25, 2008**.

How to Apply:

- Mail resume to the City of East Providence Office of Human Resources, 145 Taunton Avenue, East Providence, RI 02914
- Fax resume to (401) 435-1920
- E-mail resume to nsantiago@cityofeastprov.com

AA/EOE