

Clinical Outcomes Group, Inc. is partnering with the Tamaqua Area School District and the Schuylkill County Drug and Alcohol Program (Schuylkill County SCA) to implement a comprehensive opioid misuse prevention project in the Tamaqua, Pennsylvania community.

### **Administrative Assistant**

The Administrative Assistant will be responsible for coordinating all logistics for project trainings and meetings and ordering/ securing needed materials and supplies for all components of the project. S/he will also be responsible for coordination of pre/post administration and data collection, as well as data entry for the pre/ post survey data and fidelity measures. The Administrative Assistant will also serve as a Strengthen Families Program 10-14 Facilitator. As a COGI employee, the Administrative Assistant will also be responsible for updating COGI leadership and administration on project progress, coordinating the ordering and inventory of supplies through the Office Coordinator, attending any required trainings from the Department of Drug and Alcohol Programs, and other duties as assigned as they relate to the Opioid Misuse Prevention Project.

A minimum of an Associate's Degree in business or administrative area or related field is preferred, but other degrees will be considered when combined with relevant work or local volunteer experience. If a candidate's experience did not take place in a human service, public health or drug and alcohol setting, the individual's written training plan will specifically address the means to achieve competency in public health and substance abuse prevention education. Experience in a non-profit environment is preferred but not required.

Attention to detail and accuracy in all tasks are necessary skills for the Administrative Assistant. With the task of coordinating meetings, trainings and pre/post survey administration, the Administrative Assistant must pay close attention to minute details to ensure events are executed as planned. As the person responsible for data entry for pre-post fidelity measure, the Administrative Assistant must be accurate and precise. The successful candidate will also need people skills and be able to communicate effectively both verbally and in writing.