The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dscc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

**Job Title:** Coalition Assistant

**Business/Location:** Drug Free Tipton, 1997 Highway 51 South, Covington, TN 38019

**Responsible To:** Coalition Director

**Salary:** $15.00/hr.

**Job Description:** Responsible for supporting all activities associated with the Coalition. Report to the coalition director. Duration of position: Agreed start date- September 29, 2022 with the possibility of position continuation.

**General Requirements:**

1. Follow Federal and State laws and adopted policies and procedures in accordance with Drug Free Tipton priorities
2. Maintain ethical standards, which include professionalism and the protection of confidential personnel, individual and community information
3. Travel during the workday will be required for local, regional, and state meetings/trainings with occasional overnight travel to state or national training conferences
4. Expected to work 30-37.5 hours per week primarily Monday through Friday with the exception of occasional night or weekend community events
5. Other responsibilities and/or duties may be required and assigned
6. Possession of a valid Tennessee license and proof of insurance
7. Background check

**Requirements:**

1. Proven ability to work independently
2. Demonstrated organizational abilities
3. Ability to work collaboratively with diverse groups
4. Strong written, verbal, presentation, and interpersonal skills
5. Highly proficient with Microsoft Office (Word, PowerPoint, Excel, Outlook) and basic computer skills
6. Competent technological skills
Responsibilities include but are not limited to:

1. Work with a multi-disciplinarian approach under the direction of the Coalition Director to assist in the implementation of all facets of coalition work
2. Assist in assessment, planning, implementation and evaluation of drug and alcohol prevention and intervention programs and services
3. Assist Coalition by attending meetings and events held by both the Coalition as well as the Community
4. Collaborate with all sectors to disseminate information regarding drug and alcohol use, available programs and services, and the success of implemented strategies in Tipton County
5. Assist with compiling, preparing, presenting and submitting all grant compliance reports
6. Assist with social media marketing

Contact Information: Email: Drugfreetipton@gmail.com Or Call: Office: 901-378-0164