



CCSAC

www.ccsabuse.com

Crowley County Substance Abuse Coalition



Grant Coordinator Position Opening

October 31, 2007

Stakeholders we are in need of your help. Stephanie Meyer will be resigning February 1st, 2007 as the grant coordinator. We are looking for someone to fill this permanent part-time position and we need you to help us find someone. The successful candidate will be responsible for assisting with the administration of the Crowley county substance abuse grant; perform general office duties to include payables, receivables and customer service. If you or someone you know would be interested in filling the position and taking on the duties described below please call Stephanie Meyer at 719-267-5555 x292 for application. Send application and resume to CCSAC 603 Main St., Ordway, CO 81063. Deadline for applications is November 26th, 2007.

Job Duties of the CCSAC Grant Coordinator/ Administration Asst.

- ◆ Maintain and track the budget and expenditures for the grant
 - ◆ Update and maintain the website
 - ◆ Schedule meetings, trainings, and events
 - ◆ Keep stakeholders informed through mailings, e-mail and meetings
 - ◆ Keep CCSAC in the public eye
 - ◆ Order merchandise
 - ◆ Write grant reports
 - ◆ Locate educational events that CCSAC can bring to Crowley County
 - ◆ Work with the schools on educational events
 - ◆ Attend grant workshops and meetings
 - ◆ Contact media and generate coverage for events
 - ◆ Keep a track of the media coverage of our events
 - ◆ Create and distribute print media (newsletters, flyers, posters, etc)
 - ◆ E-mail to distribution lists
 - ◆ Keep information on vouchers secure and HIPPA compliant
 - ◆ Take meeting minutes
 - Organize and file grant information
 - Maintain a good relationship with public, media, schools, and stakeholders
 - Payables and receivables
 - Personnel administration
 - Customer service
 - Other general office duties as assigned
- Some evening and weekend hours may be required.



Parent Support Groups

We are currently working with Jim Trainor the CC Junior High Principal and few of the parents of Crowley County Students to start them on some training with Tom Brewster. They will be meeting with Tom Nov 28th.

Tom's full PowerPoint is up on the CCSAC website!

NEXT MEETING: Thursday, December 6th 2007 from 11:30-1:30
We would like to have everyone attend, please let us know of possible conflicts with this date!

Thanks...

Reminder e-mail's and phone call's will be made prior to December 6th.