

JOB DESCRIPTION

Administrative/Training Assistant, NH Training Institute on Addictive Disorders

Part-time, temporary position for administrative/training assistant at a training institute for addictions professionals including treatment and prevention specialists. The assistant works with the Director and NHADACA project manager to implement curriculum based on the core competency requirements for addictions counselors and prevention specialists, coordinate and maintain a clearinghouse of training resources and assist in the set up and implementation of a series of training events.

Requirements

- Bachelors degree in a human services or business management-related field preferred.
- Minimum of 3 years experience in varied office work including experience in training implementation and/or the substance abuse profession.
- Ability to work independently.
- Strong communication skills.
- Computer skills sufficient to assist with maintenance of Access databases and desktop publishing, as well as to provide technical support at training events.
- Ability to establish and maintain effective working relationships with other agencies and the general public.
- Ability to meet light to medium physical demands of training set-up to include moving chairs and tables and carrying training equipment and materials.

Duties

- Support the general functions of the Director and the Training Institute as a whole
- Perform training related activities such as creating & printing forms, preparing CEU applications, maintaining databases and accounts payable & receivable.
- Assist the director in the planning and implementation of a major bi-annual substance abuse conference, and other training events, symposia and workshops as needed.
- Support functions needed to implement regularly scheduled training events such as preparing participant materials, assisting with participant registration, equipment and room set-up and presenter support.
- Gather and summarize evaluation data to prepare reports and documents used in training review and decision-making.
- Review and reply to correspondence and perform public relations duties, such as attendance and representation at exhibit tables for various workforce development events
- Complete contract compliance reports
- Other duties as assigned by the Director and the Board of Directors of NHADACA