

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 Career Counselor, Carol Pham, at cpham@dsc.edu or 901-475-3105. Or, employers can contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.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: 30-37.5 hours a week, Coalition Assistant, Prevention Alliance of Lauderdale, Lauderdale

Business/Location: 403 Commerce St. Ripley, TN

Requirements:

- Proven ability to work independently
- Demonstrated organizational abilities
- Ability to work collaboratively with diverse groups
- Strong written, verbal, presentation, and interpersonal skills
- Highly proficient with Microsoft Office (Word, PowerPoint, Excel, Outlook) and basic computer skills
- Competent technological skills
- Possession of a valid Tennessee license and proof of insurance
- Background check

Responsibilities include but are not limited to:

- Work with a multi-disciplinarian approach under the direction of the Coalition Director.
- Assist in assessment, planning, implementation, and evaluation of stimulants and marijuana prevention and intervention programs and services.
- Assist the Coalition by attending meetings and events held by both the Coalition and the community.
- Collaborate with all sectors to disseminate information regarding drug and alcohol use, available programs and services, and the success of implemented strategies in Lauderdale County.
- Assist with compiling, preparing, presenting, and submitting all grant compliance reports.
- Follow Federal and State laws and adopted policies and procedures in accordance with Prevention Alliance of Lauderdale County priorities.
- Travel during the workday will be required for local, regional, and state meetings/trainings with occasional overnight travel to state or national training conferences.
- Expected to work 30-37.5 hours per week primarily Monday through Friday with the exception of occasional night or weekend community events.
- Responsible for supporting all activities associated with the Coalition.

Contact Information: If you are interested in more information about the Lauderdale County position, please contact Xavier Andrews at xandrews@utm.edu.

Send Resume to: Please contact Xavier Andrews at 731-635-3968 or xandrews@utm.edu

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Carol Pham, Career Counselor, at 901-475-3105 or email at cpham@dsc.edu or contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.