



**Children Learning through Education And Research Alliance, Inc. (CLEAR Alliance)
Internship Description**

PAID INTERN TITLE: Health Educator Assistant

AGENCY: CLEAR Alliance

HOURS: 360 hours

PAY: \$500 stipend provided at the conclusion and successful completion of internship. We recommend that individuals with no prior work history or experience first complete our unpaid internship before applying for the stipend position.

ABOUT CLEAR ALLIANCE: CLEAR Alliance is a quickly-growing 501c3 non-profit organization that serves diverse communities, cities and counties throughout the state of Oregon. Office headquarters are located in Prineville, Oregon. The mission of CLEAR Alliance is to prevent youth substance abuse and impaired driving across Oregon through evidence-based education (such as flyers, school curriculum, educational posters, media campaigns, local and statewide trainings). CLEAR Alliance is unique as it is built and operated Oregon public health and public safety officials and community leaders, which includes all Board Directors, Oregon Statewide Coalition (OSC) and Redmond Area Community Coalition (RACC).

CLEAR Alliance is seeking a Health Educator Assistant in Prineville, OR with these qualities:

- Highly organized.
- Strong attention to detail and multi-tasking.
- Consistent work ethic and punctuality.
- Passionate about alcohol and drug prevention education, and is excited to work in a growing statewide non-profit with significant opportunity for growth.
- Adheres to drug-free workplace standards and conduct.
- Above-average computer and software skills (familiar with Word, Excel, PowerPoint and Publisher and social media is a plus).

CLEAR Alliance encourages applicants to review our website www.ClearAlliance.org to learn about our organization before applying.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Health Educator Assistant completes a variety of administrative and clerical tasks delegated by the Executive Director. Position will interface with the public and public service community partners. Willingness to do any related work as required. Occasional evening and weekend work may be required.

Duties may include, but are not limited to: Preparing forms, reports, taking notes, board and

coalition minutes, clerical work, errands, answering phones, scheduling, reviewing material and research related to alcohol and drug education and related local, state and federal regulations.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: Associates of Arts/Science or Bachelor of Arts/Science from an accredited institution in Social Service or related field, experience as a manager, program administrator; or any satisfactory combination of experience and training is preferred, but not required. Preference may be given to a Certified Prevention Specialist (CPS), persons who are fluent in Spanish, and/or persons who have experience with public speaking. Applicants who are not a CPS, fluent in Spanish, or experienced in public speaking are still encouraged to apply.

LANGUAGE SKILLS: Ability to read, analyze and interpret reports and documents. Ability to write reports, data graphs correspondence and procedure manuals. Ability to speak publicly and effectively present information and respond to questions from groups, individuals and the general public. Ability to effectively present information to management personnel or public groups. Knowledge of Spanish language helpful.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, and understand Excel. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER RESPONSIBILITIES: Responsible for office clean up, emptying garbage, recycling, vacuuming, assist educational contractors as needed, and cross-train for additional opportunities as needed.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of a valid driver's license and reliable transportation. Company vehicles are not available. The person in this position will be required to use his/her own vehicle for work related purposes (mileage is not reimbursed by CLEAR Alliance, unless approved by Executive Director for special projects).

PHYSICAL DEMANDS: Lifting educational materials and inventory, carrying presentation equipment and supplies to and from venues where educational presentations occur. The position is regularly required to sit, talk, hear, stand, walk, use hands and fingers, reach for and handle objects, lift, carry, pull totes and rolling carts, and set up educational displays, and occasionally required to climb, balance, stoop, kneel, crouch or crawl.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those the position encounters while performing the essential functions of the work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

If interested in this internship, please submit cover letter, resume and a letter of recommendation to info@clearalliance.org Questions? Contact Phoebe Secor at 541-508-3062