CONTRACT ANNOUNCEMENT

GLS Administrative Assistant

Garrett Lee Smith State/Tribal Youth Suicide Prevention and Early Intervention (GLS) Grant

Position Detail

* Non-employee contract position
* Part-Time, 20 hours/week
* $22,120 annual (all insurance, equipment, software, supplies, and phone are responsibilities of the contractor)
* Reports to GLS Project Director

Required Skills

* Minimum of five years’ experience administrative/clerical work in fast-passed setting
* Experience managing complex or demanding activities/projects
* Demonstrated ability to meet goals and expectations in timely manner
* Excellent communication, collaboration and attention to details skills
* Demonstrated use of technology for written and oral communication

Desired Skills and Education

* Associates or bachelor’s degree
* Experience working from home
* Experience in mental health or public health
* Experience assisting with contracts

Position Description

* Assist GLS Project Director and GLS Program Coordinator with administrative/clerical and other support as needed to help ensure effective completion of all grant activities in correlation with the federally approved grant timeline.
* Schedule, organize and distribute materials for meetings and trainings.
* Update and maintain calendar, training materials, and other documents related to grant activities.
* Assist Program Coordinator with administrative aspects of subgrantee contract management and monitoring.
* Distribute, collect and compile annual Sources of Strength school applications.
* Work closely with ILP state team to ensure coordination and uniformity of clerical and scheduling aspects of all school-related activities and resources.
* Assist Program Coordinator with logistics, marketing and outreach for annual clinician regional trainings in Assessment and Treatment of Suicide Risk.
* Arrange travel.
* Attend ILP weekly and monthly meetings, at the request of the ILP Administrator and/or GLS Authorized Representative.
* Track and submit monthly activities.
* Maintain necessary software tools, equipment, supplies and transportation to complete scope of work.
* Submit a monthly invoice for payment by the 10th of each month.

**To apply, please send resume, letter of interest and additional writing sample**

**by September 28th, 2020 to:**

**Eric Studebaker at estudebaker@sde.idaho.gov**