

# CONTRACT POSITION ANNOUNCEMENT: PROGRAM ASSISTANT



## NORTHWEST HIGH INTENSITY DRUG TRAFFICKING AREA

LOCATION:	Seattle, Washington
CONTRACT POSITION:	Program Assistant
ANNUAL COMPENSATION:	\$55,000 – \$72,500 per annum <sup>1</sup>
CLOSING DATE:	Open until filled

### PROGRAM & POSITION OVERVIEW

The High Intensity Drug Trafficking Area (HIDTA) program<sup>2</sup> seeks to reduce the production, smuggling, distribution, and use of illegal drugs adversely affecting the United States. In furtherance of this, Northwest HIDTA<sup>3</sup> promotes collaboration by and between federal, state, local, and Tribal agencies to identify and address established priorities. The approach to reducing the drug threat — and its harmful effects — is diverse and achieved, in part, through operational law enforcement efforts, intelligence gathering and sharing, prevention and treatment programs, and education and training initiatives.

Northwest HIDTA seeks a well-qualified program assistant to work closely with the management team and stakeholders alike to accomplish a wide range of administrative related functions. The incumbent will further the program's mission by providing a high-level of organizational and operational support.

The program assistant position is that of an independent contractor. Continued employment is at the discretion of Northwest HIDTA's executive director, evaluated yearly, and contingent on government grant funding.

### RESPONSIBILITIES

- Directly support the day-to-day activities of various staff.
- Prepare, organize, and disseminate memoranda and other material.
- Process paperwork, maintain confidential records, and manage the filing and retention of other files and correspondence.
- Accurately input differing data into the appropriate systems.
- Ensure data integrity through regular reconciliations and audits of various databases.
- Review for accuracy and organize requests submitted by partner agencies.
- Plan and support meetings.
- Order office supplies and other items, schedule deliveries, and serve as liaison with building management and others.
- Perform other duties as directed by competent authority.

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<sup>1</sup> Directly related to years of experience.

<sup>2</sup> <https://www.hidtaprogram.org/index.php>

<sup>3</sup> [www.northwesthidta.org](http://www.northwesthidta.org)

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## Under the direction of the information technology administrator:

- Oversee installation and maintenance of commonly used electronic and/or telecommunication equipment, by contracted vendors, and ensure work performed and products provided meet requirements.
- Ensure compliance with all relevant policies and guidance concerning equipment and technology procurement and inventory thereof.
- Conduct audits, inspections, preventive maintenance and repairs to ensure optimum performance of electronics, systems and equipment.

## Under the direction of the financial manager:

- Accurately input reimbursement requests and budget amendments into the appropriate systems.
- Maintain internal files and logs of various financial data and grant requirements.
- Ensure data integrity through regular budget reconciliations and audits of various financial databases.
- Draft internal memoranda regarding budget amendments.
- Review and organize requests for reimbursement submitted by partner agencies.

## **REQUIRED QUALIFICATIONS**

- Strong attention to detail and data accuracy.
- Ability to synthesize disparate data and prepare organized reports.
- Effectively prioritize and manage deadlines.
- Exceptional ability to communicate with diverse audiences.
- Capacity to positively interact with various federal, state, local, and Tribal stakeholders.
- Ability to work independently and exercise sound judgement absent explicit direction.
- Experience with Microsoft Office Suite, specifically: Word, Excel, PowerPoint.
- Capable of working in a fast-paced environment.

## **ADDITIONAL REQUIREMENTS**

- Must be a United States citizen.
- Must undergo an in-depth background investigation, be eligible for — and maintain — a national security clearance.
- Baccalaureate degree or a combination of education and experience that will be evaluated as necessary.

## **APPOINTMENT**

- The position is federally funded, however, the selected candidate will be a contract employee.
- Relocation expenses will not be provided.

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## APPLICATION

Interested parties should apply by submitting a cover letter and detailed resume outlining their qualifications.

- Three references (two professional and one personal) must accompany resumes.
- All relevant information should be submitted via email to: [nwhidtacareers@nw.hidta.org](mailto:nwhidtacareers@nw.hidta.org)
- Absent access to email, deliver printed material to:  
NW HIDTA  
Attention: Deputy Director  
300 5th Ave., Suite 1300  
Seattle, WA 98104
- Best qualified applicants will be contacted if selected to continue in the process.