



**Position Type:** Part-Time / Contract | Approximately 12 hours per week

**Location:** Dillon, Montana

**Supervisor:** Executive Committee, Be the Change 406 Board of Directors

## **Be the Change 406 Coalition**

### **Vision:**

A healthy and safe Beaverhead County

### **Mission**

To increase healthy opportunities and decrease substance misuse among youth through collaboration, education, and advocacy.

Be the Change 406 Coalition is a non-partisan, grassroots organization dedicated to reducing underage drinking and other substance misuse in Beaverhead County. We are a committed group of adult and youth advocates working together to empower young people to make substance-free choices and lead healthier lives.

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## **Position Summary**

The Authorized Organization Representative (AOR) serves as the official, legally authorized signatory for Be the Change 406 Coalition's federal Drug-Free Communities (DFC) and STOP Act grants. This part-time contract role is responsible for ensuring that grant applications, certifications, reports, and required federal documents are accurate, complete, and compliant with applicable regulations.

This position provides independent oversight and accountability to support the integrity and long-term success of the coalition's prevention efforts. The AOR works closely with coalition leadership, grant staff, and financial personnel while maintaining separation from bookkeeping and direct financial management responsibilities.

## **Essential Functions and Responsibilities**

### **Federal Grant Oversight and Compliance**

Serve as the authorized official for federal grant submissions, certifications, assurances, and award documents

- Review and approve grant applications, reports, and supporting documentation for accuracy and compliance
- Managing financial drawdowns
- Ensure compliance with federal grant requirements, including 2 CFR Part 200 (Uniform Guidance)
- Support adherence to all DFC, STOP Act, ONDCP, SAMHSA, and related federal grant requirements

### **Internal Controls and Accountability**

- Provide independent oversight to ensure strong internal controls and separation of duties
- Maintain appropriate separation from bookkeeping and financial management functions
- Support responsible fiscal oversight in collaboration with coalition leadership and designated financial personnel
- Assist with audit preparation, monitoring activities, and compliance reviews

### **Collaboration and Reporting**

- Work closely with coalition leadership, grant staff, and financial personnel to support timely and accurate reporting
- Review required progress reports and federal submissions prior to submission
- Assist with grant application periods, continuation applications, and reporting cycles
- Provide professional judgment and oversight on compliance-related matters

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## **Qualifications**

- Experience with federal grant compliance, preferably including DFC, STOP Act, ONDCP, SAMHSA, or similar grants
- Familiarity with Uniform Guidance (2 CFR Part 200) and federal grant oversight best practices
- Strong attention to detail and sound professional judgment
- High ethical standards and ability to work independently
- Candidates must have access to reliable high speed internet, and provide their own computer and necessary technology to perform job duties.

- Must not have direct responsibility for bookkeeping or financial management functions

## **Knowledge, Skills, and Abilities**

- Experience with compliance review, auditing, or grant oversight preferred
  - Proficiency in Microsoft Excel and Google Workspace is required
  - Strong organizational and documentation review skills
  - Ability to interpret federal grant requirements and compliance standards
  - Excellent written communication skills
  - Ability to work collaboratively with leadership and grant personnel
  - Strong independent decision-making and accountability skills
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## **Physical Demands and Working Conditions**

Work is primarily performed in an office or remote setting with occasional meetings as needed. Increased activity may occur during federal reporting and grant application periods.

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## **Compensation and Benefits**

Approximately 12 hours per week, with increased activity during reporting and application periods.

Compensation pay range \$348-384 per week – depending on experience (DOE)

This is a part-time contract position and does not include benefits unless otherwise specified by contract agreement.

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## **Application Instructions**

Please request application materials from Jamie:  
[406.596.1449](tel:406.596.1449) or [coordinator@bethechange406.org](mailto:coordinator@bethechange406.org)

Application deadline: Until filled