



Our Vision: A healthy and safe Beaverhead County.

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

Vacancy Announcement: Authorized Organization Representative (AOR)

Special Requirements:

An exciting opportunity currently exists for a dynamic individual to support Be the Change 406 Coalition’s mission of reducing youth substance misuse and promoting a healthy and safe community in Beaverhead County.

The Authorized Organization Representative (AOR) will serve as the official, legally authorized signatory for the coalition’s federal Drug-Free Communities (DFC) and STOP Act grants. This position provides independent oversight and helps ensure that grant applications, reports, certifications, and required federal documents are accurate, complete, and compliant with federal requirements.

The successful AOR must be a self-motivated, organized individual who is able to work independently and communicate effectively with coalition leadership, grant staff, and financial personnel. Strong attention to detail, professional judgment, and experience with compliance oversight are essential.

Experience with federal grant compliance, including DFC, STOP Act, ONDCP, SAMHSA, or similar grant programs, is preferred. Familiarity with 2 CFR Part 200 (Uniform Guidance) and best practices for grant oversight and internal controls is highly desirable.

This part-time contract position requires approximately 12 hours per week, with increased activity during grant reporting and application periods. This role must remain independent from bookkeeping and direct financial management responsibilities.

Full job description is available online.

To apply, please request application materials from
Jamie: 406.596.1449 or coordinator@bethechange406.org

Applications will be reviewed upon receipt and continue until the position is filled.