



**Job Title:** Outreach & Volunteer Coordinator

**Job Group:** IX

**Location:** Recovery Center - 69 Linwood Ave., Buffalo, NY

**Reports to:** Program Director

**SUMMARY:**

The Outreach and Volunteer Coordinator's primary responsibilities are to build community collaborations, referral relationships, conduct a variety of outreach activities, develop promotional/ marketing materials and recruit and retain volunteers for various functions of the Recovery Center.

**RESPONSIBILITIES:**

- Create and implement outreach plans and activities geared to explain the purpose and services available
- Develop community partnerships and coordinate collaborative efforts with various groups, organizations, businesses, and community leaders to increase participant engagement and utilization of community resources
- Work with Program Director, Prevention Focus-Programs Manager and staff to develop marketing plans to recruit new volunteers and participants in line with OASAS and organizational goals
- Assists with planning, coordination, promotion and facilitation of community-wide events, including community forums, task forces, City meetings, and neighborhood and community planning sessions. Develops and conducts presentations on Recovery Center programs and initiatives
- Responsible for development and placement of brochures, flyers and outreach materials explaining and promoting the Recovery Center
- Participate in coordination of special events including outings, holiday events, community volunteering events, etc.
- Conduct and compile volunteer satisfaction surveys
- Schedule and personally conduct a significant number of outreach onsite visits, staff presentations, and participant information sessions as agreed upon with the program director
- Maintain relationship with collaborative partners and cultivate new ones
- Maintain listings of community resources to provide individuals and families
- Will participate in regularly scheduled staff meetings and supervision sessions with the Program Director
- Maintain knowledge of models of care and support programs by attending training and seminars
- Performs a variety of research and information-gathering assignments; identifies resources to address recovery related issues and priorities; conducts surveys; researches, analyzes, and compiles information; compiles and prepares reports and recommendations on emerging recovery related trends, issues
- Assist with other duties as specified by the program director.

**REQUIRED KNOWLEDGE, AND SKILLS:**

One year of previous marketing/advocacy work experience. Excellent public speaking and presentation skills. Must be skilled in the use of social media platforms. Able to collaborate with Marketing Director in the development of promotional materials and website content. Committed to the mission of serving the recovering community. Ability to perform several tasks concurrently, time management and organizational skills. Ability to support, network and motivate volunteers and clientele. Ability to maintain confidential information. Ability to organize and maintain detailed records; complete necessary paperwork and meet deadlines. Demonstrated ability to relate in a supportive manner to diverse individuals and families in recovery from SUD/MH disorders. Ability to network and advocate on behalf of persons with substance use/mental health disorder seeking recovery support and services.

**QUALIFICATIONS:**

Master's Degree in Human Services plus two year of advocacy experience in a human service agency or health care facility **OR** Bachelor's Degree and 4years experience in a human service agency or health care facility. Must have personal "lived" experience with prevention, treatment or mental health services or have personal substance use recovery experience and be comfortable with self-disclosure as needed. Clean NYS Driver's license required. Certification as a provisional or full QHP or peer preferred. Bilingual English/Spanish preferred.

**To apply, please use the following link:**

**<https://home.eease.adp.com/recruit/?id=15625831>**

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