Position Description

Position Title Recovery Project Coordinator
Program Recovery Corps
Reports to Program Coach and Site Supervisor

Position Summary

Recovery Project Coordinators play an important role in strengthening the supports and systems for people in recovery from substance use disorders. They serve at non-profit organizations and public agencies where they plan, coordinate, and execute projects to address urgent needs across recovery communities and the addiction continuum of care. They build the capacity of their service site to increase the reach, effectiveness, and/or efficiency of the services provided by the organization and the impact on the communities served. This position is an AmeriCorps service member position with the AmeriCorps program, Recovery Corps.

Essential Functions

Recovery Capacity Building: Recovery Project Coordinators implement a service plan that builds site capacity within the program's defined priority areas. The services provided by Recovery Project Coordinators vary by site, but will include one or more of the following categories:

- **Community Engagement, Outreach, and Communication**
  - Coordinate and share organizational resources with the community served.
  - Advance initiatives and develop or advance relationships with historically excluded communities by:
    - Identifying gaps in service access or delivery.
    - Engaging community assets and resources to improve recovery in a community.
  - Engage community members in recovery communications.
  - Conduct educational outreach.
  - Build relationships and trust with community partners and stakeholders.
  - Create or update site communication plans.
  - Support marketing efforts, including branding and/or social media efforts.
- **Research, Data Collection, and Analysis**
  - Perform basic research and analysis.
  - Support the design or implementation of data collection tools or processes.
  - Conduct interviews, focus groups, and/or administer surveys to collect data.
  - Analyze, interpret, and summarize data to guide ongoing or future project.
- **Coordination of site-specific projects, programs, and process improvements**
  - Using the program's defined priority areas, develop systems and processes and perform activities that enhance the host site's programming. This may include direct services such as:
    - Conducting training on harm reduction or pathways to recovery.
    - Distributing opioid overdose reversal medication (e.g., naloxone).
    - Creating educational campaigns and/or resource guides.
    - Educating the workforce and allies on the intersection of recovery and harm reduction..
  - Coordinate cross-sector collaboration and planning.
  - Create new programs, initiatives, and/or resources.
  - Plan, manage, and support site-based events.
  - Monitor or document organizational changes related to quality improvement and support.
  - Draft a service transition document that outlines service accomplishments and plans for transitioning projects and programs after the service term.

- **Volunteer Management & Mobilization**
  - Develop, execute, or support volunteer engagement plans to support or advance recovery efforts.
  - Mobilize and manage volunteers in site-specific opportunities.
  - Use evidence-based strategies to improve volunteer programs, including processes to refine the selection, orientation, training, utilization, recognition, and evaluation of volunteers.
- **Workforce Development**
  - Plan, conduct, and support workforce development programs and projects that create pathways to recovery sector jobs.
  - Coordinate activities needed to enroll individuals in peer support and other recovery certification programs.
  - Assist community members in navigating various programs and opportunities in the recovery sector.

Communication

- Foster a welcoming and supportive atmosphere though modeling respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.
- Record data in online systems in a timely and accurate manner.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

Non-Essential Functions

- Represent Ampact at site-sponsored activities and provide education about Recovery Corps. Recruit community volunteers to participate in site-based events.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Position does not require a member to be in recovery from a substance use disorder, but those that self-identify as individuals in recovery must have one year of uninterrupted recovery by the start date.

- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Experience with professional computer skills and confidence using computers. Comfort and experience using Microsoft Office Suite (Word, Excel), completing internet searches, and navigating resources online, completing data entry, using e-mail regularly including sending attachments, using databases and software, using videoconferencing software, and attending training online.

Preferred Qualifications

- Direct or indirect experience with substance use disorders and a strong desire to effect change across the addiction care continuum.
- Ability to take initiative, organize workload, and manage multiple projects with limited direction.
- Demonstrated ability to build strong, trusting relationships with all stakeholders, including colleagues, program participants, community members, and external partners.

Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Some positions are primarily based in an office or classroom setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying.

Ampact prohibits all forms of discrimination and harassment based on race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental or physical), political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), military service, or any other category protected by law.

Reasonable accommodation provided upon request. This document is available in alternative formats.