

Job Title:	Recovery Community Organization (RCO) Data & Technical Assistance Coordinator		
Location:	Tucker, GA	Travel:	Yes
Level/Salary:	\$42,000	Position Type:	Non-Exempt, Full-time – 40 hrs/week
Submit application:	https://form.jotform.com/201104623717142	Questions:	Jill@gc4recovery.org
<p><i>Georgia Council for Recovery (GC4R) is a non-profit organization with the mission to increase the impact of substance use recovery in Georgia's communities through education, advocacy, training, and direct peer services. We educate, advocate, and create safe and empowering spaces that support the dignity and value of what's right and what's working with individuals, communities and systems. GC4R offers a highly attractive compensation package that includes competitive wages, paid holidays, wellness days, paid time off, healthcare options, and more.</i></p>			

Job Purpose:

This candidate will facilitate the development of local leadership, assisting in the identification of resources in support of local recovery-oriented systems of care, increasing awareness of the recovery movement, and providing peer recovery support services. Build recovery connections, uplift local recovery leaders, and provide technical assistance to new and upcoming Recovery Community Organizations (RCOs). Increase the awareness and presence of recovery support for marginalized communities, especially Hispanic, Immigrant, and Refugee populations.

Duties:

- **ASSIST IN COORDINATING PROGRAM.** Assist RCO Development Manager in facilitating the creation and development of local recovery community organizations throughout Georgia including, but not limited to, data collection and processsing, and RCO Technical Assistance coordination and facilitation. Listening Sessions and Symposium planning support. Work with RCO Development Manager to build connections with local leadership with an emphasis on Hispanic, Immigrant, Refugee, and Under-Served Community contract deliverables.
- **DEVELOP AND MAINTAIN RELATIONSHIPS WITH KEY PARTNERS.** Maintain excellent working relationships with key partners including the Department of Behavioral Health and Developmental Disabilities, Georgia Mental Health Consumer Network, RCOs developing across Georgia, and others.
- **ASSIST WITH COLLECTION OF DATA.** Maintain notes and data collection related to RCO Development team work. Assist with compiling information for reporting purposes. Utilize current data platform to track encounters and log notes from communities and RCOs that GC4R is currently working with.
- **COLLABORATE WITH GC4R TEAM.** Support the work of GC4R and collaborate with members of other program teams to promote the overall mission and work of GC4R. Consistently acknowledge and appreciate recovery community leaders and various GC4R team members' contributions. Effectively partner with recovery community leaders and GC4R team members, and motivate team to work together in the most efficient manner.
- **OUTREACH TO HISPANIC, IMMIGRANT, REFUGEE, AND UNDER-SERVED COMMUNITIES.** Develop connections with Spanish-Speaking and immigrant communities throughout Georgia. Reach out to these communities to discuss advocacy, education, and building communities of recovery. Facilitate listening sessions with Spanish-Speaking, immigrant and refugee communities to find the needs of different communities and find local recovery leaders.
- **PRESENCE, ATTENDANCE, and TRAVEL.** Availability to adapt to a flexible schedule with frequent weekday evening events, weekend events for Recovery Month in September, up to 3 Saturday events per year for Recovery Symposiums, and occasional travel out of state for conferences and/or trainings. Overnight stays for meetings, events, and conferences are common. Follow agency procedure for reporting absences. Puts in hours required to meet responsibilities. Models good attendance/time management. Travels as required.

- Other duties as required.

Qualifications:

- Active Certified Addiction Recovery Empowerment Specialist (CARES) certification, or CARES eligibility
- COVID-19 vaccination required – you may speak with HR or the hiring manager if you have questions about this
- Demonstrated excellence in written and oral communication skills, including public speaking.
- Strong computer skills with Microsoft Office Suite (Word, PowerPoint, Excel, Microsoft Forms, etc.).
- Experience with hosting Zoom meetings.
- Personal insured vehicle with valid driver's license.
- Experience with developing productive collaborative partnerships.
- Proficiency in working with organizations or communities toward agreed-upon goals.
- Proven relationship building skills.
- Familiarity with facilitating, coordinating, and developing teams.
- Familiarity with recovery support services and resources.
- Cultural competency skills and experience with culturally diverse populations.
- Ability to maintain a database *preferred*.
- Experience in organizing grassroots activities and events *preferred*.
- Ability to provide coaching to stakeholders about how to work from a strengths-based approach *preferred*.
- Spanish-English bilingual *preferred*.

Physical Requirements:

- Ability to stand for extended periods of time (2hrs +)
- Ability to lift up to 30lbs.
- Ability to drive for extended periods of time (4hrs +)

Education Requirements:

- Highschool Diploma or GED