



ADVOCACY UNLIMITED, INC.

Community Education Coordinator

POSITION DESCRIPTION: Advocacy Unlimited offers education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. Our peer-led, holistic approach encourages individual growth, protects human rights, and informs systems transformation. All employees of the organization use their direct lived experience to guide our work, and speak to the possibility of recovery.

The role of Community Education (CE) Coordinator serves as an integral part of the Advocacy and Education Department of Advocacy Unlimited. The CE Coordinator publicizes, organizes, and facilitates (as appropriate) a variety of educational offerings and serves as a community resource, point of contact and advocate for peer-led, holistic approaches to recovery from mental health, addiction, and trauma. This position requires a passion for the peer movement, strong communication skills, and the willingness to network with community partners to enhance the mission of Advocacy Unlimited.

The Community Education Coordinator is an important public face of Advocacy Unlimited. For this reason, it is critical that the Community Education Coordinator is reliable, courteous, helpful, outgoing, and highly knowledgeable about the organization. This position will also require the Coordinator to be a self-starter, take the initiative for developing programs, and work both independently and as part of a team, to help Advocacy Unlimited meet its contractual obligations.

FULL-TIME NON-EXEMPT EMPLOYMENT: 37.5 regularly scheduled hours per week, not to exceed 40 hours. \$47,500 annually, 180 day introductory period with performance evaluation at the conclusion of this period. Inclusive of benefits outlined in the Advocacy Unlimited Personnel Handbook.

REPORTS TO: Program Director, Advocacy and Education

ESSENTIAL JOB DUTIES:

- Facilitate advocacy training program.
- Organize and support 6 community information sessions.
- Organize quarterly webinars on public education topics.
- Organize 6 RSS continuing education trainings annually.
- Support marketing of A & E activities.
- Field advocacy calls, as assigned.
- Carry out community outreach, including attending and tabling at conferences and events across CT, as assigned.
- Willing to train to co-teach Recovery Support Specialist training, as needed.

EDUCATION & EXPERIENCE:

Bachelor's degree in an area of study related to behavioral health, or equivalent experience of 3+ years.

Certification as a Recovery Support Specialist, Intentional Peer Support, or other equivalent training.

Personal experience with mental health, addiction, and trauma recovery.

Experience organizing and facilitating events such as educational seminars, trainings or certifications.

Experience with administrative program support and evaluation.

Recovery-oriented, inclusive, and leads by example.

Organized with excellent time management skills.

Culturally responsive, and open to learning.

Excellent communication skills, both written and verbal.

Ability to work independently and manage multiple projects.

Flexible and solution-oriented.

Proficient in Microsoft Office 365.

Must have clean driving record, up to date motor vehicle insurance and current driver's license. Must have access to a reliable and clean vehicle for statewide travel.

APPLICATION DEADLINE: Email resume and a cover letter to Human Resources, HR@AdvocacyUnlimited.org, by December 23, 2022. All questions can be directed to Human Resources.