



ADVOCACY UNLIMITED, INC.

Community Education Coordinator

POSITION DESCRIPTION: Advocacy Unlimited, Inc. (AU) is a Connecticut non-profit that provides holistic, peer-led education, advocacy, and support to encourage individual growth, protect human rights, and inform systems transformation in the areas of mental health, addiction, and trauma recovery. All team members share their direct lived experience, coupled education and training, to promote the belief that all people possess the innate capacity to create lives of self-defined purpose.

The role of Community Education Coordinator (CEC) is responsible for organizing, publicizing, and hosting peer delivery educational offerings in compliance with our contracts and with the intention of advancing the interests of the peer recovery workforce. The CEC serves as a key stakeholder who is the point of contact for community members seeking to continue their education through AU. This position requires a commitment to the peer movement, strong communication skills, and the willingness to network with community partners to strengthen the recovery community of Connecticut. The CEC is reliable, courteous, enthusiastic, and highly knowledgeable about peer support, while also working with a high degree of personal accountability and self-leadership. The CEC position will also require maintaining an internal system of accountability with electronic data and reporting standards on a cross organizational team.

FULL-TIME NON-EXEMPT EMPLOYMENT: 37.5 regularly scheduled hours per week, Monday – Friday, 9-5pm, with some nights and weekends, as scheduled, not to exceed 40 hours. \$26 per hour, 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:** PRS Director

ESSENTIAL JOB DUTIES:

- Organize and host up to 4 educational offerings per month for in-person and virtual platforms.
- Recruit facilitators within the state, regionally, and nationally
- Maintain up-to-date administrative records for all community educational offerings
- Collaborate with program management to carry out financial processing
- Generate promotional material and collaborate with team members to promote offerings through digital and in person marketing
- Complete community outreach, including attending and tabling at conferences and events across CT, as assigned
- Attend and liaison on at least one assigned state committee or board
- Meet all internal accountability standards.
- Attend team meetings and training
- Attend weekly supervision
- Other duties as assigned

QUALIFICATIONS:

Recovery Support Specialist, or eligible for training, required advocacyunlimited.org/programs/rss-training

3+ years hospitality, public relations, or event planning

Proficiency with Microsoft Office 365, Canva, and social media content generation

Bilingual, Spanish speaking, preferred with compensation

Must have a reliable vehicle, clean driving record, up to date Motor Vehicle Insurance and Driver's License

SKILLS:

- Growth mindset
- Creativity
- Problem solving
- Culturally responsive
- Strong interpersonal skills
- Clear and responsive communication, both written and verbal
- Ethical decision making
- Maintain appropriate boundaries
- Project management
- Prompt, courteous, and respectful
- Customer service
- Organized
- Reliable
- Data management
- Information processing

TO APPLY: Email resume & cover letter to Human Resources, HR@AdvocacyUnlimited.org. 2 professional references will be requested.