



ADVOCACY UNLIMITED, INC.

Program Coordinator | Join Rise Be

POSITION DESCRIPTION Advocacy Unlimited offers holistic, peer-led, education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. We believe all people have the innate capacity to create a life of self-defined purpose beyond a psychiatric diagnosis and addiction histories. All members of the team champion recovery resources as part of the continuum of care and model recovery with collective care, accountability, and ethics. To learn more, please go to www.advocacyunlimited.org.

Join Rise Be (JRB) is a peer-run emerging adult initiative that operates through AU. JRB is dedicated to making the opportunity of recovery available to all young people across the state of Connecticut. We achieve this vision through sharing our experience to influence policy and practice, demonstrating the positive outcomes of recovery, and encouraging recovery during the transition to adulthood through self-exploration and personal growth. To learn more, please go to www.joinrisebe.org

The position of JRB Program Coordinator will carry out the responsibilities below and encourage young adults to become active participants in their personal growth and recovery. This position requires a person who will fully commit to outreach, engagement and leadership development. The position is based in Rocky Hill, Connecticut. Regular statewide travel is expected.

Important attributes expected of applicants include cultural humility, trauma responsive, gender affirming, recovery oriented, person centered, situationally aware, strong boundaries, high degree of integrity and ethical standards, excellent communication skills, a sense of humor, enthusiasm, flexible, responsive, consistent, reliable, growth oriented, solution focused, and patience.

FULL-TIME NON-EXEMPT EMPLOYMENT: The position is 37.5 regularly scheduled hours per week, not to exceed 40 hours. \$26.00 per hour. 180-day introductory period with Performance Evaluation at the conclusion of this period.

REPORTS TO: JRB Program Manager

ESSENTIAL JOB DUTIES:

- Strong interest in community outreach, mobilization, and group facilitation
- Visit and table at all 18 DMHAS YAS service sites, quarterly
- Produce and publish monthly JRB newsletter the week prior to the first of the month.
- Coordinate content creation and publication for all JRB social media channels.
- Co-Lead YA Statewide Advisory Board meetings, monthly
- Organize and co-facilitate Young Adult Leadership Trainings, 3 times per year
- Assist the JRB Program Manager with the organization and implementation of the YA Leadership Summit and YAS Summer Funfest
- Assist DMHAS YAS OOC with enhancing the voice of YAs across the state by working directly with our OOC Liaison, including
 - Regularly attend DMHAS YAS OOC suggested trainings and events
 - Monthly attendance at the DMHAS YAS Point Person Meeting
- Coordinate with publicity and community outreach
- Represent JRB in the community at events
- Build membership with the JRB young adult recovery network
- Maintain regular and consistent communication with young adults through daily text push-notifications, emails, and other engagement strategies.
- Provide updates to JRB recovery network members on upcoming events and leadership opportunities
- Maintain up to date and accurate records of all work-related activities.
- Meet all internal accountability standards.
- Adhere to all contractual obligations.
- Participate in team meetings and training.
- Other duties as assigned.

QUALIFICATIONS:

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

2+ years delivering direct support in human services or related field

Bilingual, Spanish speaking, preferred with compensation

Experience offering support to people and community groups from diverse backgrounds

Interest and experience working with young people

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

SKILLS:

- Collaborative Decision Making
- Personal Accountability
- Understanding and ability to exercise good judgement and maintain appropriate boundaries
- Strategic Thinking
- Self-led
- Creative Problem Solving
- Communication, both written and verbal
- Microsoft Office 365

TO APPLY: Email resume and cover letter to HR@advocacyunlimited.org. References will be requested.