



**CCB FOUNDATION, CCB FOUNDATION, INC.
CORE PEER RECOVERY & RESOURCE CENTER
JOB DESCRIPTION**

Job Title: Outreach Coordinator
Location: CORE Peer Recovery & Resource Center, Gloucester, MA
Reports to: Program Director

GENERAL RESPONSIBILITIES

Serves as a community liaison, establishes, and maintains relationships with community partners, and provides outreach to new and existing members that are in recovery from substance use in a Peer-to-Peer Support model.

SPECIFIC DUTIES:

- Work closely with the Program Director to enhance community awareness of the Center through media outreach, attending community events, and distributing the Center's informational packets.
- Conduct outreach to individuals who identify as being in recovery, either within the existing peer recovery communities, or via recovery programs, sober houses, inpatient or outpatient treatment facilities, and the like.
- Assist the Program Director to ensure the Center is represented at all DPH/BSAS sponsored meetings/events, or other community partner networking activities and meetings, as required.
- Work closely with the Volunteer Coordinator to connect community members with the Center's volunteer program.
- Work closely with the Programming & Membership Coordinator to connect new potential members to member enrollment & activities and to assist in scheduling activities or trainings offered by professional community partners.
- Work closely with staff and members to help develop activities and social events.
- Keep all required documentation up to date.
- Participate in an on-going collaboration with other programs providing referrals, educational, employment, benefits, and medical care to people in recovery.
- Participate in workshops and trainings related to wellness and recovery engagement.
- Participate in data collection and reporting efforts for reporting and evaluation purposes.
- Be able to work flexible hours including weekends.
- Additional duties as needed.

QUALIFICATIONS:

- Two years of experience with knowledge of the field of substance use and recovery programs is preferred.
- Have lived experience in recovery from substance addiction with or without co-occurring disorder(s).
- Good verbal and written communication skills, including reasonable computer skills or ability to learn.
- In stable recovery for a period of no less than two years.
- Be familiar with the local recovery community of Cape Ann and surrounding communities.
- Bilingual in either Spanish or Portuguese is a plus.
- Certificate of completion from a Recovery Coach Academy, preferred but if not, then training will be required once hired.
- Valid driver's license required and dependable transportation desirable.

HOURS:

10:00AM - 6:00PM Monday, Wednesday, Thursday, Friday, and Tuesday 12:00PM - 8:00PM.
(Hours subject to change).