

**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 and provides support and peer recovery coaching to members/volunteers that are in recovery from substance use in a Peer-to-Peer Support model.

**SPECIFIC DUTIES:**

- Works closely with the Program Director to enhance community awareness of the Center through media outreach and attending community events and with distributing the Center's information packets.
- Conduct outreach to individuals within the recovery community via recovery programs, halfway houses, support networks and attending networking events.
- Assist the Program Director to ensure the Center is represented at all DPH/BSAS sponsored meetings/events, as required
- Work closely with the Volunteer Coordinator to connect community members with the Center's volunteer program.
- 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 and medical support to people in recovery.
- Participate in workshops 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 occasional weekends if needed.
- Additional duties as needed.

**QUALIFICATIONS:**

- Minimum of two years of experience with knowledge of the field of substance abuse and recovery programs.
- Good verbal and written communication skills.
- In stable recovery for a period of no less than 5 years.
- Be familiar with the local recovery community Cape Ann and surrounding communities.
- Bilingual in either Spanish or Portuguese is a plus.
- Certificate of completion from a Recovery Coach Academy, preferred but training will be required once hired.
- Valid driver's license required and dependable transportation desirable.

**HOURS:**

Current schedule: Mon 12-8; Tue 9-5; Wed 10:30-6:30; Thu 12-8; Fri 9-5  
Subject to change according to the needs of the CORE Center.