



Position Title: Project Coordinator

Working Title: Community Collaborative Coordinator (CCC)

Pay: \$23.00 per hour

Hours: Full-Time / Flexible / 40 hours per week

Location: Hybrid/Remote

- This position will work with a Multi-County Collaborative for Craven, Carteret, and Pamlico County Communities.
- There is no office location, but because we believe '*local knows local best*' we desire someone who lives in one of the three counties and who can be available for in-person meetings.

About the Recovery Alliance Initiative (RAI)

Do you want to make a difference in your community? In the state? Come join us!

RAI's is a non-profit 501(c)3 organization. Our vision is that everyone, regardless of means, will have access to coordinated community resources necessary for healthy, long-term, meaningful substance use and mental health recovery. RAI supports individuals and organizations from all local sectors in working collectively towards enhancing healthy communities that support cohesive systems of care related to prevention of Substance Use Disorder (SUD), access to quality care, and sustained meaningful recovery.

For more information see our website at: <https://recoveryall.org/>

Position Description

The Community Collaborative Coordinator (CCC) reports to the Executive Director and provides direct daily support for the three county collaborative, and its connection to the broader operations of RAI. The CCC is an experienced professional who brings a highly organized and attention to detail operations and project management skill set to the role, along with the ability to foster an inclusive, welcoming and relational 'first contact' face and interactions with RAI constituents through a high level customer service philosophy and practice. An understanding of and passion for persons living with a substance use disorder (SUD) and/or in or pursuing recovery is a plus. Additionally, a working awareness of the various broader and interconnected community sectors (educational, legal, treatment, housing and food security supports, job and training placement resources, etc.) that make up local county systems of care for those struggling with SUD and/or living in recovery is beneficial.

Duties for this role include, but are not limited to, the following areas:

Position Responsibilities

- Be a contributing member of an organizing culture that is innovative, agile, hungry to learn, and inspired to increase membership participation in the community and transform the recovery landscape of Eastern NC.
- Be responsible for working with community leaders and RAI staff to maintain and grow local county collaborative meetings.
- Will recruit leadership and volunteers at a local level and serve as the primary liaison between the Community Collaborative and RAI.

- Will communicate the needs of the Community Collaborative to the RAI staff, ensure the RAI staff is kept informed, and seek advice when appropriate.
- Will document meetings, provide the minutes, including attendees, overviews, and action items, and work with RAI staff to move projects forward quickly.

Skills And Qualifications Required

Education/Formal Training:

- a 4 year Degree in Business, Public Health, Public Administration or related field preferred, or equivalent work and/or training experience will be considered.
- Minimum of 3 years experience in community program development, military collaborative, or experience with health care issues preferred.
- Experience in the substance use disorder and/or advocacy field.

Skills:

- Strong interpersonal, organizational, and presentation skills.
- Strong commitment to the goals of our Alliance, including social, racial, and economic justice.
- Ability to establish and maintain credibility with key stakeholders in the counties.
- Ability to work well with all religious, cultural, ethnic, and social groups.
- Ability to identify, recruit, and develop member leaders.
- Ability to plan and manage multiple projects simultaneously, meeting frequent and tight deadlines.
- An excellent collaborator and team player.
- Must have a valid driver's license and travel across multiple counties for meetings.
- Digital platform competency – Zoom, Google Workspace, and Microsoft Suite required.
- Strong understanding of the recovery community, the "politics," and how to balance the message around potential conflicts.

Preferred:

- Experience organizing in North Carolina and understanding of the North Carolina political landscape.
- Experience working on advocacy programs.
- Experience working within and building solid relationships in coalition with community stakeholders.
- Believe that community members are foundational to our alliance and best positioned to lead our work.
- To recognize that securing broad support from all sectors of the political spectrum is crucial for fostering meaningful community change.

Required Materials: Please submit your resume, at least 2 references, and a cover letter that demonstrates the skills relevant to this role: rai@recoveryall.org.