



Friends of Recovery – New York Job Posting

Friends of Recovery-New York is committed to recruiting and hiring a diverse workforce. Persons from diverse backgrounds including communities of color, people with disabilities, and the LGBTQ+ community are encouraged to apply.

Youth/Young Adult Recovery Program Support Specialist

General Summary:

FOR-NY will employ one state-wide Youth/Young Peer Recovery Program Support Specialist. This individual will utilize strategic community building and organizing techniques to engage the addiction recovery community and their allies collectively for purposes of building and sustaining a network of youth and young adults in recovery. The Youth/Young Adult Recovery Program Support Specialist will provide consistent and effective program support in representing and advancing efforts to build peer-led and peer-driven addiction recovery supports through the development of local youth and young adult Recovery Community Organizations (RCOs), and working with Youth Clubhouses, Recovery Community Outreach Centers (RCOCs), High School and Collegiate Recovery Programs, government agencies, other allied organizations and local, state and national organizations involved in the field of addiction recovery.

Principal Duties and Responsibilities

1. Schedule, manage and prioritize calendar for all activities, including scheduling meetings, events, and committee meetings and managing all travel.
2. Attend and table at program and community events
3. Assist with the development and coordination of a statewide infrastructure that supports youth and young adults in recovery and organizations supportive of youth and young adults in recovery.
4. Collaborate with the Communications Manager to manage social media platforms including outreach and strategy planning.
5. Meeting with program leads on a weekly basis for development and technical assistance.
6. Available to meet and update team on daily calls.
7. Collaboratively work with training entities to continue the development of educational materials to promote the youth and young adult recovery movement.

8. Help identify barriers and recommend solutions so that communities can support young people in building and sustaining their recovery.
9. Work with partners to help build and implement community-based recovery supports. Help coordinate and support youth recovery organization activities and volunteer service efforts.
10. Take minutes for all program calls including but not limited to, team meetings, partner calls, clubhouse collaborations, and program calls
11. Help support youth recovery clubhouses and YRCOs with the development and implementation of programs and other youth-dedicated community supports

Advisory Committees

12. Assist in organizing events and meetings.
13. Provide local trainings around youth recovery community development, advocacy, and recovery messaging.
14. Assist in planning and implementation of the Youth/Young adult track at The New York State Recovery Conference.
15. Assist in developing Youth/Young Adult Recovery Community Organizations and provide technical assistance and leadership for these developing organizations. Will develop and maintain a database of youth community-based recovery services throughout the state.
16. Record and submit monthly expense report and receipts monthly for FOR-NY review and approval.
17. Prepare and submit for reimbursement all travel related expenses to be paid by any external organizations.

Education

U.S. citizen with graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associates' Degree (or higher) in Human Services or a closely related field.

Preferred Qualifications

Direct lived experience in addiction prevention, harm reduction, recovery and/or treatment spaces is integral and imperative to a successful candidate, success in the role, and success in Youth Voices Matter program outcomes.

Qualifications

Minimum of 2 to 3 years of experience in the addiction prevention, treatment or recovery field.

Minimum of 2 to 3 years of experience in community development.

Demonstrated expertise in Word, Excel, Outlook, social media, websites and webinars.

Possess skills in group facilitation, strong interpersonal and communication skills (written and verbal).

Ability to prioritize projects and see them through to completion, and demonstrated problem-solving skills and a keen attention to detail.

Highly motivated and independent, yet team-oriented.

Must be able to work some weekends and evenings, and have reliable transportation.

Must be able to travel across the state.

Title: Youth/Young Adult Recovery Program Support Specialist

Classification: Exempt

Salary: \$45,000

Hours: 8 hours per day (Monday – Friday) with a 1 hour paid lunch

Supervisor: Youth Recovery Program Coordinator