



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 Advocacy Coordinator

General Summary:

FOR-NY will employ one state-wide Youth/Young Peer Recovery Advocacy Coordinator. This individual will develop a resource recovery map for all Youth/Young Adult serving programs statewide to be updated regularly as new connections are made; promote Youth/Young Adult efforts through tabling, conferences, community events, etc.; remain active on social media platforms; post weekly content to engage with Youth/Young Adult; includes event advertisements (internal and external), motivational content, educational content, and YVM informational content; create an annual policy statement and agenda; engage Youth/Young Adult to be involved with development and implementation of advocacy efforts; collect recovery data for Youth/Young Adult; distribute and collect surveys after events, presentations, trainings, etc.; establish Youth/Young Adult advisory board comprised of Youth/Young Adult in recovery; identify new staff members, subject to OASAS approval; demonstrate a commitment to justice, equity, diversity, and inclusion; determine best practices for reaching different populations.

Principal Duties and Responsibilities

1. Community asset mapping
 - Develop a resource recovery map for all Youth/Young Adult serving programs statewide to be updated regularly as new connections are made
2. Outreach and engagement
 - Promote Youth/Young Adult efforts through tabling, conferences, community events, etc.
 - Remain active on social media platforms
 - Post weekly content to engage with Youth/Young Adult
 - Includes event advertisements (internal and external), motivational content, educational content, and YVM informational content
 - Establish Youth/Young Adult advisory board comprised of Youth/Young Adult in recovery

3. Advocacy
 - Create an annual policy statement and agenda
 - Engage Youth/Young Adult to be involved with development and implementation of advocacy efforts
4. Collect recovery data for Youth/Young Adult
 - Distribute and collect surveys after events, presentations, trainings, etc.
5. Contract deliverables
 - Identify new staff members, subject to OASAS approval
 - Demonstrate a commitment to justice, equity, diversity, and inclusion
 - Determine best practices for reaching different populations

Advisory Committees

1. Assist in organizing events and meetings.
2. Provide local trainings around youth recovery community development, advocacy, and recovery messaging.
3. Assist in planning and implementation of the Youth/Young adult track at The New York State Recovery Conference.
4. 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.
5. Record and submit monthly expense report and receipts monthly for FOR-NY review and approval.
6. Prepare and submit for reimbursement all travel related expenses to be paid by any external organizations.

Preferred 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 Education & Training.
- 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 Advocacy Coordinator

Classification: Exempt

Salary Range: \$50,000 - \$55,000

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

Supervisor: Youth Recovery Program Director