



## **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 Recovery Program Director**

#### **General Summary:**

FOR-NY will employ one Youth Recovery Program Director to oversee the development of youth recovery capital throughout New York State. This individual will be responsible for providing leadership in using strategic community building and organizing techniques to supervise and engage the youth and young adults involved with 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 Recovery Program Director will provide direction and support to FOR-NY employed Youth/Young Adult Recovery Coordinators and oversee efforts to build community-based youth addiction recovery supports through the development of local youth Recovery Community Organizations (RCOs), and working with Recovery Community Outreach Centers (RCOCs), Youth Clubhouses, family support organizations, government agencies, other allied organizations and local, state, and national organizations involved in the field of addiction recovery.

#### **Principal Duties and Responsibilities**

##### **(1) Supervision (35%)**

- The Youth Recovery Program Director will provide supervision and training in order for Youth/Young Adult Recovery Coordinators to accomplish job responsibilities statewide.
- Schedule, manage and prioritize calendar for all activities, including scheduling meetings, events, and committee meetings and managing all travel.

##### **(2) Outreach and Youth Recovery Community Development (35%)**

- Supervise 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.
- Oversee Youth Voices Matters five (5) contracted partners across the state, including monthly report compilation and monthly partner meetings ensuring that each program's individual contracted deliverables are on track and being fulfilled.
- Actively identify and recruit youth recovery leaders, and potential areas for the development of youth RCOs.
- Facilitate with stakeholders and neighborhood participants in youth and young adult recovery community organizing and activities. Advocate for the best interests of the young people in recovery on issues of stigma and discrimination, access to, treatment and wraparound recovery services.
- Develop priorities, identify barriers and recommend solutions so that communities can support young people in building and sustaining their recovery. Work with local partners to help build

and implement community-based recovery supports. Help coordinate and support youth recovery organization activities and volunteer service efforts.

- Provide local trainings around youth recovery community development, advocacy, and recovery messaging.
- Manage planning statewide events including: Stand Up for Recovery Day, the Annual Recovery Conference, Meet and Greet and a Statewide Leadership Institute for youth and young adults in recovery. Will work with partners in preliminary planning and implementing the leadership and training institute.
- Oversee the development of youth and young adult communities for recovery and provide technical assistance and leadership for these developing organizations.
- Oversee other community building projects as needed.

### **(3) Communications (10%)**

- Work with FOR-NY Communications Department in all communications initiatives including but not limited to: social media, podcast, newsletter, marketing materials, grant writing, and database updates.
- Manage and maintain a database of youth community-based recovery services throughout the state.

### **(4) Data Management and Reporting (10%)**

- Manage the collection and analysis of data gained from evaluations. Provide leadership for the youth recovery program coordinators in implementing ideas, practices and supports to strengthen the youth recovery movement and youth RCOs across New York State.
- Provide and document support, training, technical assistance and leadership for youth RCOs.
- Submit a monthly program report on all activities and program development status of the Youth Voices Matter team

### **(5) Administrative (10%)**

- Record and process monthly expense report and receipts monthly for FOR-NY review and approval. Prepare and submit for reimbursement all travel related expenses to be paid by any external organizations.

## **Preferred Education**

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 closely related field.

## **SPECIAL REQUIREMENT**

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

## **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 3 to 5 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.
- Possessing 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 with a keen attention to detail.
- Respect for economic and cultural diversity, experience working with diverse groups of people.
- 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.

<b>Title:</b>	Youth Recovery Program Director
<b>Classification:</b>	Exempt
<b>Salary:</b>	\$60,000 - \$65,000, based upon experience
<b>Hours:</b>	8 hours per day (Monday – Friday) with a 1 hour paid lunch
<b>Supervisor:</b>	Executive Director