



Brighter, Behavior, Choices Inc. NFP

At Brighter, Behavior, Choices Inc. NFP our mission, vision and values are more than words, they are the guiding principles for all within our community to perform, behave and invest. We are in the business of positively changing lives...EVERYDAY. We understand our success starts and ends with a knowledgeable, skilled, invested and high performing workforce who lives the mission of our organization in every professional thought and interaction.

Our Mission

Recognize potential problems, evaluate alternatives, and implement positive solutions for individuals that may be traumatized by homelessness and suffers from alcoholism, substance abuse disorders, mental/ behavioral health reoccurring disorders and MAT / MAR Participants.

Our Vision

Expand our program to accommodate the needs of the community at large, including men, women and families by providing opportunities and enrichment of hope, healing, ambition, success, and setting a long-term goal towards sobriety with psycho-social, holistic, realistic, and therapeutic methods of approach for individualized care.

We are currently in search of our next Community Outreach Coordinator, reporting to the Program Manager, to oversee life-cycle outreach efforts and coordination of our Recovery Café Chicago Program.

Brighter, Behavior, Choices Inc. NFP has partnered with Next Right Move Career Management Services on the recruitment of this role. Please direct questions and/or submit resume and cover letter to info@nrmcareercoach.com. Include "Community Outreach Coordinator" in the subject line.

COMMUNITY OUTREACH COORDINATOR

Essential Functions

- In collaboration with the Program Manager, executes short-term programmatic plans in alignment and support of organizational goals and priorities
- Serves as a thought partner, member advocate and outreach subject matter expert promoting the progress and growth of the organization
- Represents the program and works with program team to develop and implement initiatives that increase program visibility within the surrounding community
- Develops and stewards relationships with corporations and other types of groups for fostering mission driven engagement
- Consistently identifies key and relevant community stakeholders toward establishing and maintaining critical relationships; nurtures new and old relationships with collaborative partners
- Maintains a database of relevant resources for use, promotion and advocacy
- Stays abreast of community activities and events ensuring programmatic presence and involvement
- In collaboration with the Program Manager, supports Recovery Café program development
- Ensures the timely and effective facilitation of various member-facing interactions (Circles)
- Ensures documentation compliance by completing program specific and funder requirements (daily SOAP / DAP Notes)
- Prepares and submits routine and ad hoc reports as needed
- Other duties as assigned and/or required

Minimum Qualifications

Education

- ◆ Minimum high school diploma or GED equivalent required.
- ◆ Bachelors' degree from an accredited institution of higher learning in Social Work, Project Management, Business Administration, Not for Profit Management or related discipline preferred.

Experience

- ◆ With high school diploma, minimum five (5) years professional and relevant experience required.
- ◆ With Bachelor's degree (or above), minimum three (3) years professional and relevant experience required.
- ◆ Experience in a social service agency and with populations struggling with Alcoholism; Substance Use Disorders, Behavior Health / Co-Occurring Disorders and Re-Entry (Optional) strongly preferred.
- ◆ Experience developing community-based programs and events strongly preferred.
- ◆ Bi-lingual/multi-lingual proficiency preferred.

K/S/A (knowledge/skills/abilities)

- Ability to embody principles of recovery in daily interaction
- Demonstrated ability developing community-based programs and events
- Strong writing/documentation acumen
- Ability to maintain and manage confidential information
- Strong critical thinking and problem-solving acumen
- Demonstration of Emotional Intelligence and professional maturity
- Proficient and functional knowledge of MS Office (Word, Excel, Powerpoint, and Outlook)
- Strong research acumen and abilities
- Strong communication acumen including written, oral, and listening
- Knowledge of strategic social media marketing principles
- Ability to proactively identify challenges and barriers to stated objective and employ assistance in addressing these
- Strong collaboration acumen and abilities

Position Specs	Comprehensive Benefits Package (for full-time employment only)
<ul style="list-style-type: none">◆ Compensation Range: \$18 - \$30/hr◆ Schedule Type: Full-time/Part-time◆ Work Schedule: Monday - Friday (flexible hours)◆ Work Arrangement: Onsite/Hybrid	<ul style="list-style-type: none">◆ Medical◆ Dental◆ Vision◆ Paid Time Off (Vacation time)

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