



Part-Time: Outreach Assistant/Coordinator

Position Start Date: July 1, 2023

HC DrugFree, a Howard County nonprofit organization dedicated to behavioral health education (drug/alcohol and mental health) has a part-time opportunity for a **highly professional, energetic, and self-motivated** individual, able to excel in a dynamic team environment.

About Us: HC DrugFree provides resources and education on prevention, treatment, recovery, and wellness to assist Howard County residents. By partnering with and providing outreach to local schools, community organizations, government entities and businesses, we offer up-to-date information and resources on the use and misuse of substances and medications through our website, social media, and programs. HC DrugFree not only provides awareness, education and prevention to individuals and families, but we are on the forefront in organizing Medication and Sharps Disposal events, conducting educational programs for students and families, providing secure receptacles for medications, and other innovative methods to help our community have the tools to live a safe and healthy life.

We have an immediate opening for an **Outreach Assistant with potential for advancement to Outreach Coordinator**. Currently, the position is primarily remote, but this is subject to change. Some in-person work is currently required for events.

Type of Position: Working closely with the Executive Director, this position is responsible for assisting with the creation and implementation of educational programs, events and campaigns. You will work with organizations such as Parent Teacher Student Associations (PTSA's); public and private school staff; religious, civic and community groups; nonprofit organizations; government and quasi-government agencies; and others. Additional duties may include drafting correspondence; assisting with the HC DrugFree Teen Advisory Council; representing the organization at community events and fairs; and assisting with electronic newsletters and other outreach.

General Assignments: 1) **Teach classes and/or oversee instruction within our educational programs**, such as our parenting classes, life skills classes for students, and the Teen Advisory Council meetings (currently these classes are presented in Zoom format); 2) **Assist in planning our events** (drive-thru medication collections, town halls, educational programs, etc.), and attend other community events to share educational materials, inform community members about our services, and encourage involvement.

We Are Looking For:

- ❖ **Individuals with teaching and leadership experience are strongly encouraged to apply.**
- Strong verbal and written communication skills.
- Strong organizational skills.
- **Proficient** computer skills including Google Suite, Zoom, and Microsoft Office Suite (Word, Excel, and ability to learn/use PowerPoint, etc.). Some experience maintaining a website preferred.
- Comfort occasionally using social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Experience in solving problems and working independent of immediate supervision.
- Availability mostly in the daytime with some evening hours (approximately 2-4 per month) and an occasional weekend event.
- Positive, collaborative approach needed for a small close-knit team.
- Starting at 20 hours per week.
- Must be able to lift or move 15 pounds.
- Must have a current driver's license and own transportation to events in Howard County.
- Howard County resident preferred.

Responsibilities Include:

- Teaching established course curricula.
- Developing or coordinating educational presentations for groups.
- Coordinating registrations for classes and events.
- Collaborating with other team members to advertise and recruit for classes and events.
- Representing HC DrugFree at community events.
- Recruiting and coordinating volunteers for events.
- Other tasks as needed.

Education: Bachelor's or Master's degree with work-related experience preferred. Excellent interpersonal, typing, and computer skills are a *must* for this position.

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Salary: Currently, \$24.00 per hour with potential for increase/advancement.

To apply, please upload a resume and cover letter at
<https://www.surveymonkey.com/r/HCDFEmploymentApp>

For more information about HC DrugFree or current openings, visit our website
<https://hcdrugfree.org/employment-and-volunteer-opportunities/>

Visit Our Website www.hcdrugfree.org

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