

Community Impact NC Position Description

Position: Community Engagement Specialist

Description of Work: Work includes but is not limited to fostering community relationships/partnerships/collaborations and training community collaboratives on Primary Prevention efforts ranging in levels from beginner to advanced. Work involves a variety of functions requiring the person in position to multi-task. This position is responsible for adhering to funding requirements while responding to individual community needs. This position is responsible for communicating Substance Abuse and Mental Health Services Administration (SAMHSA) and Community Anti-Drug Coalitions of America (CADCA) models when supporting community collaborative work. This position also requires ability to track and report outcomes/metrics/outputs related to position and community performance.

The position also requires someone who is willing to attain substance use/misuse prevention knowledge on an on-going basis including becoming certified as a Certified Substance Abuse Prevention Consultant within 3 years of hire date. The position will answer to the VP of Operations and Chief Executive Officer of Community Impact NC.

Examples of Duties and Responsibilities:

- Research national, state and local best practices related to Substance Use Disorder (SUD) Prevention
- Train & Support Community Collaboratives/Coalitions (this responsibility is of utmost importance)
- Adhere to funding sources
- Report efforts including outputs, metrics, and outcomes
- Keep organized records of work done to support community collaboratives
- Performs other duties as requested

Qualifications for position:

- A bachelor's degree or higher (preferred, not required)
- Enthusiastic, creative, and motivational personality
- Self starter/Internally motivated
- Available for flexible work hours
- Available for out of town travel (as is safe and reasonable)
- Outstanding written and oral communication skills
- Intermediate skills in Microsoft Office, Zoom, Google Suite, internet exploration, social networking
- Presentation/Public Speaking skills
- Experience in community mobilization/collaboration
- Basic knowledge of SUD field
- Strong organizational skills
- Preferred residence in Eastern NC

Work Conditions: Work is usually performed in office and/or remotely. Travel is required using a personally owned vehicle but reimbursed at rates established by policy. Occasional overnight travel is required. Work hazards are minimal although there are some risks due to travel necessary to fulfill the mission of Community Impact NC. Position is Full Time with flexible hours.

Benefits: 401k, Health Insurance, PTO (Sick/Vacation), Remote with flexible hours.