



***Mission: Promoting recovery from substance use disorder and maintaining health, in the community and statewide by promoting addiction recovery, wellness and citizenship through advocacy, education and support.***

**RECOVERY COMMUNITIES OF NORTH CAROLINA (RCNC)  
MANAGER OF EDUCATION & ADVOCACY  
POSITION DESCRIPTION**

**EXPECATION OF ALL EMPLOYEES**

Support Recovery Communities of North Carolina’s (RCNC) mission and values by exhibiting the following behaviors: confidentiality and respect for all those we serve, service excellence and job competence, collaboration and team player, and commitment to our communities.

**POSITION SUMMARY**

Under the direct supervision of and in collaboration with the Executive Director, the Manager of Advocacy and Education manages and coordinates internal and external statewide training, advocacy, outreach, and educational programs to promote the mission of RCNC. The Manager will help build awareness across communities and all its segments to the issues related to substance use disorders, recovery and peer supports, ensuring the voices of those impacted by substance use disorders are heard. The Manager will also help build statewide community partnerships and awareness to community addiction issues, providing technical assistance to recovery community centers, recovery community organizations and other individuals and entities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The Manager will coordinate and manage all Statewide Advocacy efforts; including coordinating with external stakeholders and staff in preparation for the yearly NC Recovery from Addiction Rally. The Manager will ensure the organizational mission

is communicated effectively and supported by broad efforts that build awareness to issues, increase accessibility to services for those with SUDs and co-occurring conditions, those in recovery, family members and allies.

2. The Manager will facilitate or co-facilitates Recovery Coach Academy (RCA) training and other CCAR trainings, RCNC Certified Peer Support training as well as other trainings related to recovery, treatment, stigma, harm reduction and wellness.
3. The Manager will provide trainings to external and internal stakeholders, schools, university and college campuses, employers, and civic organizations.
4. The Manager will also serve as Recovery Coach and Certified Peer Support Specialist as needed.
5. The Manager in collaboration with the Executive Director, will provide cross-program coordination of all educational programs assessing and utilizing staff as educators where applicable.
6. The Manager will work with staff to ensure agency communications including social media channels, website and printed materials are accessible and representative of the voice of those with SUDs, those in recovery, speaks to empowerment and promotes opportunities for family members and allies to engage in RCNC's mission and work.
7. The Manager, with and at the behest of the Executive Director, in order to further RCNC's legislative agenda, will represent throughout NC, the statewide needs for program and funding support of the communities we serve.
8. The Manager along with the Executive Director, will visit the NC Legislative Building (Senate & House galleries) while legislators are in session for the purpose of observing the legislative process and speaking with state representatives.
9. The Manager will collect and maintain activity and task documentation on a timely basis and in accordance with agency policy, funding requirements and government regulations.
10. The Manager maintains monthly program statistics; manages a excel database as necessary to ensure accurate data tracking of training and educational activities. Maintaining outcome measurements for the activities undertaken; provides all necessary program reporting per agency and funding requirements.
11. The Manager will provide direct education and community-advocacy as needed in order to ensure access by people with SUDs, family members and allies to all necessary supports.
12. The Manager will work collaboratively with other staff to capture stories of

program participants and those in recovery in support of the mission for use in community advocacy, building agency connection and reach, including the development and implementation of a Speakers Bureau with the help of the Executive Director.

13. The Manager will participate on internal and external agency committees as assigned by the Executive Director.

14. The Manager will work with state and national coalitions as assigned by the Executive Director.

15. The Manager will attend relevant trainings and workshops and provide educational training opportunities to staff to that regard.

16. The Manager will perform other duties as needed.

## **QUALIFICATIONS**

Bachelor's or Master's degree preferred **or commensurate with experience**. Prior experience working with people who have Substance Use Disorders and their families, training, facilitation, experience working with large groups, first responders, law enforcement and others impacted by SUDs and co-occurring conditions. Preference given to qualified individuals in long term recovery.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

Work is moderately active and can include sitting and standing for long periods of time. May on occasion require lifting up to 40 pounds. Travel across the state is required.

## **JOB RELATIONSHIPS**

Supervised by the Executive Director. No Supervisees.

## **SALARY RANGE**

**\$51,000 – \$55,500 per annum**

**To be considered for this position, please send your resume or CV with your contact information to Dr. RA Linger at: [ralinger@rcnc.org](mailto:ralinger@rcnc.org). In the Subject Line of your email please write the words: **ADVOCACY AND EDUCATION POSITION** in capital letters.**

*Recovery Communities of North Carolina (RCNC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age disability or genetics. In addition to federal law requirements, RCNC complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

10/8/17: RAL