



Administrative Outreach Coordinator Full-Time Position

Job Description

CADY's Administrative Outreach Coordinator will work in close partnership with the executive director on the execution of the organizational strategic plan and spearheading of new vision and synergies into our non-profit operations.

ESSENTIAL JOB FUNCTIONS:

- ❖ Works effectively with the executive director, staff, and leadership teams to accomplish CADY's three-pronged strategy of information, education, and collaboration.
- ❖ Demonstrates advanced ability to communicate effectively, both verbally and in writing.
- ❖ Promotes CADY's drug-free mission in all modes of communication.
- ❖ Will establish, foster and maintain friendly and cooperative relationships with the public, private sector, governmental agencies and social service agencies.
- ❖ Assists Executive Director with design of organizational and program outreach materials.
- ❖ Collaborates with CADY partners on activities relative to community engagement and coordinates information with other organizations.
- ❖ Maintains formal database and communication channels for outreach and program information dissemination (mailings, social media, press releases, etc.).
- ❖ Coordinates written outreach materials on a weekly and monthly basis.
- ❖ Maintains library of print materials and dissemination of information to community partners.
- ❖ Assists in planning, coordination, and implementation of trainings and special outreach events.
- ❖ Maintains archives of educational outreach programs and necessary reporting.
- ❖ Designs annual calendar for coalition-sponsored initiatives and events.
- ❖ Develops and maintains partnerships with community leaders and organizations, keeping prevention at the forefront of collaborative efforts.
- ❖ Acts as a liaison to community groups and other regional and statewide partners.
- ❖ Adheres to all policies, procedures and directives set forth by CADY.
- ❖ Reports to Executive Director.

OTHER DUTIES AND RESPONSIBILITIES:

- ❖ Assists executive director in establishing project guidelines for organizational initiatives.
- ❖ Assists executive director in grant research and writing.
- ❖ Coordinates promotion of initiatives and programs to the public.

- ❖ Establishes and maintains organized filing system and records.
- ❖ Provide general assistance for executive director in prevention outreach and related activities.
- ❖ Assumes duties as appropriate to this position.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Duties require a minimum of a Bachelor’s Degree in Education, Community Development, Communications, or related field.
- Requires advanced ability to communicate effectively, both verbally and in writing.
- Excellent organizational skills, detailed-oriented ability and capacity to multi-task and operate both independently and hands-on with the flexibility to be part of a team.
- Strong human relations skills and demonstrated effectiveness with project management.
- Requires working knowledge of software applications to include Microsoft Word; ACCESS; and Excel spreadsheets.
- Requires ability to interact positively with a variety of people and personalities.
- Requires the ability to work effectively as a leader and team player while supervising and managing volunteers, interns, and work-study students.

Employee

Date of Hire

CADY Executive Director

Date