CADY
Communities for Alcohol- and Drug-Free Youth

OUR MISSION

Empowering healthy choices, drug-free lifestyles, and promising futures through collaboration, education, and engagement.

COMMUNITY OUTREACH COORDINATOR

Status: Full-Time (1.0 FTE) | **Reports To:** Senior Director of Programs, Training, and Education

Location: Plymouth Office and Regional Travel Required (Plymouth & Surrounding Communities)

POSITION OVERVIEW

The **Community Outreach Coordinator** advances CADY's mission by building strong community partnerships, delivering prevention education, and coordinating youth empowerment initiatives across our service region.

Serving as a primary ambassador for CADY, you will work directly with local schools, public agencies, community leaders, and families to promote substance misuse prevention, mental and social-emotional wellness, and positive youth development. This role balances direct facilitation with youth, coalition-building, and public education campaigns.

KEY RESPONSIBILITIES

1. Community Partnerships & Coalition Building

- Build and nurture collaborative relationships with regional schools, healthcare agencies, civic leaders, businesses, and community organizations.
- Serve as a CADY liaison, effectively communicating prevention priorities and identifying new opportunities for community collaboration.
- Represent CADY at community events, coalition meetings, conferences, and public forums.

2. Program Facilitation & Youth Engagement

- Coordinate, facilitate, and expand CADY's core prevention and youth leadership programs, including:
  - Youth Advisory & Advocacy Council (YAAC)
  - Youth Empowerment Mini Camps / Junior Action Club (JAC)
  - Getting to "Y" prevention programming in middle and high schools
  - In-school workshops and Plymouth State University intern/student training initiatives
- Recruit, mentor, and support youth, interns, and adult volunteers participating in CADY programs.
- Develop, adapt, and continuously improve educational materials, curricula, and facilitation toolkits.

3. Communications & Public Education

- Support the creation and distribution of health promotion, prevention, and educational materials across print and digital platforms.
- Assist in planning and implementing media and public awareness campaigns aligned with CADY's strategic goals.

- Monitor outreach strategy effectiveness and adapt messaging for diverse community audiences.

4. Operations, Data, & Reporting

- Maintain accurate records of program attendance, outreach metrics, training numbers, and participant feedback.
- Submit timely monthly tracking and evaluation reports to the CADY Data Coordinator to support grant compliance and program quality.
- Assist with logistics for trainings, workshops, fundraising events, and organizational projects.

QUALIFICATIONS & REQUIREMENTS

Required:

- **Education:** Bachelor's degree (minimum, Master's degree preferred) in Public Health, Education, Social Work, Community Development, Communications, Psychology, or a related field.
- **Certifications:** Certified Prevention Specialist (CPS) and HOPE Trainer certifications — or the ability/willingness to obtain both within your first year of employment.
- **Travel & Schedule:** Valid driver's license and willingness to travel frequently across the region. Ability to work flexible hours, including occasional evenings and weekends for events/programs.

Preferred Skills & Experience:

- Direct experience in program coordination, group facilitation, youth development, or public speaking.
- Prior experience working within school systems, prevention coalitions, or community-based organizations.
- Strong written, verbal, and public presentation skills with diverse age groups (youth to adults).
- Proficiency with standard office software (G-Suite/Office 365) and basic graphic design tools (e.g., Canva).

COMPENSATION & WORKING CONDITIONS

- **Salary Range:** $50.00 - $75.00 per hour depending on experience. This is a grant-funded position.
- **Benefits Package:** Earned paid time off, Vacation time, Health insurance stipend
- **Work Environment:** Plymouth area office space with regular field work across regional schools and community sites. This is not a remote position. Background check will be required.

Please submit letter of interest and resume to Clarissa M. Palmer, cpalmer@cadyinc.org, 94 Highland Street, Plymouth, NH, 03264. Review of resumes will begin on September 28 and will remain open until position is filled.