



Midlands Communities of Recovery (MCOR) Project Coordinator Job Description

Position Title: MCOR Project Coordinator

Status: Full Time (40 hours per week), exempt, grant-funded for up to three years

Location: Lexington, South Carolina

Supervision: Non required

Salary: Hiring range of \$42,130 - \$48,130; Commensurate with experience

Eligible for Benefits: Yes

Organization Mission: To provide a safe, supportive, recovery-focused setting for young people and families on their journey to recovery from substance misuse or substance use disorder. **Website:**

www.couragecentersc.org

The Courage Center (TCC) is seeking a Project Coordinator who will be responsible for effective project implementation and management of a federal grant from Substance Abuse and Mental Health Services Administration (SAMHSA). This grant, known locally as, Midlands Communities of Recovery, requires that the person have sustained personal recovery from substance use, at least 2 years.

The person in this position will be responsible for developing action plans, working with TCC's staff and contracted service providers, and expanding organization partnerships with allied service providers (e.g., housing, employment, etc.) for TCC participant referral to achieve grant deliverables. The Project Coordinator will maintain a high degree of communication with the TCC team and community partners to strategically develop relationships that further MCOR goals. This a three-year grant position with SAMHSA where continued funding is dependent on the success of project deliverables. Funding through federal, state, local and foundation funding for continuation is in TCC's long-range plan.

This is an exciting opportunity to join a small and mighty team of people who are passionate about destigmatizing substance use disorder and reducing barriers to recovery support services. The Project Coordinator must be able to work effectively with a team, feel comfortable working and presenting to high-level county and state officials, and possess strong written and oral communication skills.

The MCOR Project Coordinator will be responsible for the following:

Key Responsibilities

Grant Management

- Coordinate TCC and project meetings for the internal MCOR planning and implementation team.
- Develop action plans in accordance with SAMHSA expectations, TCC's strategic plan, key timelines, and community partners.
- Support the MCOR Project Director and TCC Executive Director in meeting all required project deliverables.
- Maintain a high level of communication with all TCC staff and stakeholders.
- Work with TCC staff, contractors, and partners to conduct activities of the grant.

- Work with the communications staff to disseminate information to the community and stakeholders about the activities, milestones, and outcomes of the grant.
- Support implementation of appropriate evaluation metrics for the initiative.
- Participate in community activities to represent the project and partners.
- Maintain regular communication with SAMHSA grant officers.
- Attend meetings, conferences and webinars as requested by SAMHSA.
- Perform other duties as assigned.

Grant Programing

- Coordinate SAMHSA BCOR grant program activities.
 - Establish linkages with key allied service providers (ASP).
 - Ensure new staff and coaches are appropriately oriented.
 - Collaborate to enhance existing facilities.
 - Recruit licensed or in-process counselors to provide on-site counseling.

Qualifications, Skills and Knowledge Required

Proven leadership, management, program development, and project implementation experience – preferably with federal funding - in substance addiction recovery programs preferred. Other qualifications, skills, and knowledge required include:

- Willingness to publicly identify as an active member of the recovery community.
- Experience developing linkages to allied service providers (ASP).
- Demonstrated strong written and verbal communication skills.
- Demonstrated flexibility and adaptability in pursuing multiple simultaneous priorities.
- Demonstrated ability to work with diverse staff, populations of focus, and community members in a culturally competent manner.
- Ability to access cultural and community resources.
- Computer skills to include proficiency in Word, Excel, and certain database programs.
- Demonstrated experience using technology and social networking as an outreach tool.
- Experience with conflict resolution and/or crisis management.
- Must pass background check.
- Must possess valid driver's license.
- Bachelor's degree in related field; Master's degree preferred but not required.

The Courage Center is an independent nonprofit 501(c)(3) Recovery Community Organization (RCO) that utilizes public education, policy advocacy, and peer-based recovery support services to fulfill its mission. RCOs are led and governed by representatives of local communities of recovery. RCOs are part of the larger Recovery-Oriented Systems of Care (ROSC), which are networks of formal and informal services developed and mobilized to sustain long-term recovery for individuals and families impacted by substance misuse and substance use disorder. The Courage Center is the only RCO in South Carolina offering evidence-informed models of recovery specifically for adolescents, emerging adults, and their families. The Courage Center offers all services at no cost to participants.

To Apply

Please send cover letter, resume, three professional references and salary requirements no later than September 3, 2021 to Brock Sansbury at brock@couragecentersc.org. Interviews will be held on a rolling basis until the desired candidate is secured.