

Title: United Way of Columbia and Montour Counties VISTA Member

Reports to: United Way of Columbia and Montour Counties VISTA Site Supervisor

Essential Functions of the Job:

In 2016 Columbia and Montour counties saw 21 opioid overdose related deaths. While numbers are still coming for 2017, according to the Columbia and Montour county coroners, the numbers were even higher. In response to these overdoses United Way of Columbia and Montour Counties, in partnership with neighboring United Ways, has created United in Recovery.

United in Recovery Mission:

- To bring diverse organizations and individuals together to educate, change policies, expand access and improve treatment for opioid addiction

United in Recovery Vision:

- Healthy-drug free communities coming together in support of prevention of the disease of addiction.

This initiative targets low-income populations as often they can be the most susceptible to substance-use disorder, according to anecdotal evidence in the community. The VISTA member will:

- Organize strategic public education campaigns to create awareness about substance-use disorder and stigma reduction within our community.
- Develop and encourage strategic relationships with community groups (schools, businesses, law enforcement, faith-based, and more), community leaders, marginalized individuals, and United in Recovery coalition members.
- Equip and support coalition members of United in Recovery with any resources they might need to be effective volunteers.
- Increase access and use of non-treatment, recovery services/programs.
- Work with United in Recovery coalition to expose the community to new and existing prevention and intervention initiatives as it relates to substance-use disorder evidence-based programming.
- Gather data to support and measure United in Recovery coalition initiatives.
- Development of brand awareness and online reputation to promote United in Recovery to target communities, including social media, e-mail, brochures, flyers, website and other publicity materials.
- Work with coalition members to submit a quarterly letter to the editor on key issues and edit and produce a quarterly newsletter so the community is aware of our efforts.
- Participate in event facilitation.
- Facilitate meetings, create agendas, and send reminders, as it relates to United in Recovery coalition.

Minimum Requirements:

- Bachelor's Degree and preferably some experience with substance-use and opiate use-disorder preferable.
- Ability to assess priorities and operate in a flexible manner in order to meet the dynamic needs of the team.
- Strong analytic and communication (oral and written) skills necessary to interact with all levels of management.
- Attention to and precision with detail, comfort with datum.
- Ability to work independently and process quickly, independently prioritizing work activities.
- Demonstrated experience in using computer-based tools including electronic mail, word processing, spreadsheet, and database products.
- Knowledge of MS Project, Excel, and PowerPoint, Publisher.
Basic understanding of information technology design and development.