

Montana's Peer Network

109 East Lewis Street
Livingston, MT 59047
406-551-1058
www.mtpeernetwork.org



Job Description: Outreach Coordinator

This position will be approximately 8-10 hours per week and be paid \$13-\$15 per hour. Days and hours are flexible.

Qualifications:

- Self- identify as a person in long term recovery from a mental health, substance use and or addiction diagnosis
- Be willing to share your own story of recovery as an inspiration to others
- Proficient in the following Microsoft programs: OneNote, Publisher, Excel, Word and Outlook
- Demonstrate a high proficiency in the use of social media (Facebook, YouTube, Twitter, Hootsuite, WordPress, Prezi, video conferencing software, podcasting, etc.)
- Experience creating outreach material (such as infographics, brochures, flyers, etc.)
- Work as part of a team
- Be able to take initiative and work independently
- Demonstrate high quality writing skills
- Be able to take direction and complete tasks as assigned
- Have access to high speed internet and social media
- Have good communication skills and be articulate
- Understand the value of recovery and peer support

Duties include:

- Coordinate and respond to all social media outreach including;
 - Develop, enhance and maintain MPN's social media presence to bring positive, recovery mental health, substance use and addiction messaging to Montana (including writing post for social media publication, retweeting/ sharing relevant facebook posts and advertising MPN events and trainings online)
 - Creation and dissemination of MPN monthly newsletter
 - Update MPN website
 - Develop outreach materials
 - Complete administrative tasks
 - Collecting and organizing data for funders and organizational use
 - Establish and maintain relationships with community partners
 - Complete progress reports in a timely manner
 - Attending all related committee and organizational meetings
 - Outreach Coordinator will report to the Project Director