

## **Building Communities of Recovery (BCOR) Recovery Community Advocate (RCA)**

### **Purpose:**

The role of the Recovery Community Advocate (RCA) exists to assist the Project Coordinator with promoting and building awareness of the mission of the Missouri Coalition of Recovery Support Providers and generating awareness of the capacity building resources available for recovery support providers in their respective regions. The RCA shall serve as a positive representation of the coalition to the community, recovery support providers, legislators and other related entities. This position shall report to BCOR grant project Coordinator.

### **Responsibilities:**

- Assist the MCRSP leadership and Recovery Support Services (RSS) Access Site within the RCA's assigned region to identify and engage local recovery support providers to unite and participate with MCRSP.
- Provide assistance in the coordination and implementation of project services and activities within the RCA's assigned region. These services/activities shall include, but are not limited to: MCRSP affiliated conferences, trainings and events; local/regional coalition meetings; MCRSP affiliated trainings; legislative and advocacy meetings as directed/assigned.
- Develop and foster relationships with the community, local stakeholders, and other local entities to garner engagement and support for MCRSP initiatives, advance the objectives of the BCOR grant.
- Assist regional leadership to collect, analyze, and utilize data and feedback to identify opportunities to improve the relationship between the coalition and the other entities and promote the coalition's mission throughout the region.
- Serve as liaison between the MCRSP leadership, the regional leadership and the BCOR Grant Project coordinator.
- Collaborate and communicate successfully with local community members and other recovery stakeholder entities outside of the coalition under the direction of the regional leadership.
- Collect and analyze data and create necessary reports

### **Required Outcomes:**

By the end of the assignment term, successful RCA staff will:

- In partnership with the MCRSP regional chair and regional RSS Access Site, the RCA coordinate a minimum of 4 events/trainings to promote MCRSP within the assigned region.
- Attend and present to at least 12 community groups/meetings to share their personal recovery story, show the MCRSP video and share MCRSP promotional materials.
- Submit a minimum of 12 monthly reports summarizing the recovery related activities and developments within the assigned region.
- Recruit a minimum of 12 new member organizations to the regional/state coalition.
- Submit an event report for each recovery related activity with the assigned region
- Attend at least 80% of the regional MCRSP chapter or local affiliate coalition meetings held within the assignment term;
- Track and maintain a list of the organizations and contacts who are members of the MCRSP
- Attend and support statewide MCRSP events and activities as assigned.

## **Qualifications:**

### **Requirements:**

- Must be a person in recovery for at least one calendar year prior to the assignment term
- High School Diploma required. *(A minimum of one year of college or the equivalent) preferred.*
- Strong proficiency with Microsoft Word, Excel, PowerPoint and Outlook.
- Experience working with diverse groups of people (professional or volunteer experience is accepted)
- Must be self-motivated with a willingness to take initiative and solve complex problems
- Strong communication skills (verbal and written) and a demonstrated ability to present information to large and small groups
- Ability to establish and nurture beneficial business relationships with the capability to negotiate with and influence others
- Ability to thrive in a fast-paced and sometimes high-pressure environment
- Must be able to travel on behalf of the MCRSP and the BCOR grant project. \*  
*\*Participants who are currently working for an employer will be required to submit a letter of support from their employer granting permission to attend required meetings and travel.*

### **Preferred Skills & Abilities:**

- Experience with grassroots legislative advocacy local, state or federal;
- Experience and interest in social media and digital marketing
- Advanced skills with data entry, database management or graphic design
- Experience with event planning, public relations, sales or marketing