



GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

GOW OPIOID TASK FORCE PROJECT COORDINATOR

REPORTING RELATIONSHIP: Reports directly to the Director of Communications & Development/Prevention.

SUMMARY OF DUTIES: Full time. The successful candidate will be responsible for coordinating the activities of the Genesee-Orleans-Wyoming (GOW) Opioid Task Force.

RESPONSIBILITIES:

- Oversee the activities of the task force work groups, helping them identify goals and objectives related to reducing overdoses in the tri-county region.
- Plan and execute quarterly task force meetings.
- Assist with coordination of work group meetings.
- Serve as the liaison between the work groups and the Steering Committee.
- Recruit community members from the tri-county area from a diverse range of sectors.
- Coordinate data collection with the Steering Committee and workgroups, and assist with reporting.
- Coordinate collaboration with partners.
- Coordinate activities, along with members of the GO Health Department, of the HEALing Communities Study through Columbia University until the end of the grant project.

At times, certain situations may arise that extend beyond the limits of the job description. The selected candidate will be expected to deal with these situations promptly, efficiently, and within the guidelines of the appropriate policy.

QUALIFICATIONS: A Bachelor's Degree is required as well as demonstrated leadership or project coordination experience, excellent writing and speaking skills, and outstanding collaborative skills. Individuals with coalition, task force, or work group leadership, and/or community mobilization efforts experience strongly encouraged to apply.

Valid NYS driver's license and method of transportation required. Must be addiction free, including tobacco. Pre-employment background/post offer drug screening required. EOE

This is a salaried nonexempt grant-funded position.

Rate of Pay: \$18 to \$22 per hour.

LOCATION: GCASA's Recovery Station, 5256 Clinton Street Road, Batavia

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

7/19/23

DEADLINE:

7/22/2023

Genesee/Orleans Council-on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.