

Community Outreach & Prevention Coordinator

Reports To: Executive Director

Employment Type: Part-Time (Flexible)

Position Summary

The Community Outreach & Prevention Coordinator is a high-energy member of the Addiction is Real team and serves as one of the organization's representatives in the community. This position promotes addiction stigma reduction, prevention education, builds relationships, and represents Addiction is Real at resource fairs, health fairs, schools, businesses, community events, and presentations.

This role is perfect for someone who enjoys meeting new people, educating others, and making a positive impact through community engagement.

This position pays \$25 per hour + mileage to and from events from our office; no benefits are included. Approximately 15 hours will be available per month.

About Addiction is Real

Addiction is Real is a non-profit organization dedicated to preventing youth substance use through education, reducing the stigma surrounding addiction, and empowering individuals, families, schools, workplaces, and communities with the knowledge and resources they need to make informed decisions.

Who You Are

We're looking for someone who is:

- Fun, energetic, and enthusiastic.
- Friendly, approachable, and comfortable talking with people from all backgrounds.
- Passionate about prevention, education, and serving the community.
- A confident public speaker who enjoys presenting to groups of all sizes.
- Organized, dependable, and able to manage multiple priorities.
- Adaptable and resourceful when plans change or unexpected challenges arise.
- Someone who thrives in a fast-paced environment and embraces change with creativity, flexibility, and a willingness to help wherever needed.
- A self-starter who works well independently and as part of a team.
- Professional, compassionate, and committed to Addiction is Real's mission of preventing youth substance use, reducing stigma, and helping communities start conversations that save lives.

Responsibilities

- Represent Addiction is Real at community events, resource fairs, schools, businesses, and partner events.
- Create welcoming, engaging outreach experiences that encourage conversation and learning.
- Deliver prevention presentations and educational programs.
- Build relationships with community members, schools, businesses, and partner organizations.
- Set up and take down outreach tables, displays, and educational materials.
- Support Hidden in Plain View exhibits and other prevention programs.

- Recruit and assist volunteers during events.
- Collect event data, participant information, and success stories for reporting.
- Take photos and gather content for social media and marketing.
- Maintain outreach supplies and promotional materials.
- Work closely with the Executive Director and Office Manager to support organizational goals.
- Perform other duties as needed to support the mission of Addiction is Real.

Qualifications

- Excellent communication and public speaking skills.
- Comfortable speaking with individuals and groups of all sizes.
- Strong organizational skills and attention to detail.
- Valid driver's license and reliable transportation.
- Ability to work days, evenings, and weekends as needed.
- Clear Family Care Safety Registration
- Basic computer skills (Microsoft Office, PowerPoint, or Google Workspace).

Preferred:

- Experience in community outreach, education, non-profit work, public health, healthcare, or customer service.
- Experience presenting to groups or coordinating community events.

Physical Requirements

- Ability to lift 40 pounds.
- Ability to stand for extended periods and set up event displays.
- Ability to work indoors and outdoors in varying weather conditions.

Why Join Our Team?

At Addiction is Real, every conversation matters. We believe prevention starts with education, relationships, and community. If you enjoy connecting with people, speaking in front of groups, and making a lasting impact, we'd love to have you join our team.

This position will remain open until we find the perfect candidate! To apply, please submit a cover letter/email and resume to erin@addictionisreal.org or 5988 Mid Rivers Mall Drive #230, St. Peters, MO 63304.

Together, we can Stop the Silence. Start the Conversation. Save a Young Life.