

Job Posting: Data Coordinator

Job Opening:

Recovery Resource Council is seeking to hire one, full-time Data Coordinator to work within the Prevention Resource Center (PRC). Desired applicants are individuals who are educated about the dangers of alcohol, tobacco, and other drugs, and who are passionate about reducing the impact of these substances in our community. Must be comfortable working both remotely and in person. Must be comfortable and confident with face-to-face interactions. Must have demonstrated success and experience with public speaking and coalition or community group activities. Social media/podcast experience preferred. Data collection, data management experience preferred. Must be vaccinated for COVID and uphold all agency and pandemic-specific safety criteria.

Duties and responsibilities:

Provides Recovery Resource Council prevention programs and services to both youth and adults in the 19 counties of Region 3. Must be willing to accommodate a flexible work schedule to include occasional evening and weekend hours as necessary. Cultivates relationships and develops partnerships throughout the region to strengthen collaborative efforts and market agency programs. Works with PRC staff and community contacts to facilitate and maximize regional data collection and data dissemination, develop an annual regional needs assessment, and nurture relationships that will support the goals of the PRC. Participates in epidemiological workgroups, communicates proactively with HHSC Statewide Evaluator, and identifies and enhances data collection and evaluation methods that are appropriate and effective. Contributes to agency social media outlets. Participates in conference calls, leads regional data work group, contributes to monthly podcast, must be willing to provide in-person and virtual educational presentations to both adults and children, and actively contributes to the overall success of the PRC. Collects/analyzes local, regional, and state level data in order to prepare the regional needs assessment. Conducts additional prevention activities as requested to support the goals of the PRC. Must maintain required internal and contract-required trainings, certifications, and staff development assignments.

Please submit letter of interest and resume to the Director of Community Engagement
b.tinney@recoverycouncil.org