



JOB POSTING

Public Relations Coordinator

Recovery Resource Council (RRC) is seeking a full-time Public Relations Coordinator for Texas HHSC's Prevention Resource Center Region 3 (PRC3) The PRC3's goal is to identify local community and county resources in each of the nineteen North Texas counties we serve, especially as it pertains to the risk and protective factors affecting youth substance use.

The Public Relations Coordinator will cultivate local, county, and regional relationships to support prevention programming and assist in regional needs assessment data collection. Responsibilities include: 1) creating and maintaining a database of resources and contact with those resources; 2) initiating contacts with community leaders and key stakeholders within the region; 3) promoting community and school participation in PRC activities through one-on-one meetings and presentations; 4) organizing/hosting trainings for Region 3 community members or professionals; 5) maintain a media presence through various social media platforms or other marketing tools i.e. billboards, podcasts, PSA development, etc. 6) promoting youth/college surveys and local and regional community substance abuse prevention surveys; and 7) working collaboratively with the Data Coordinator and other prevention team members.

Requirements: Bachelor's degree; proficiency with Microsoft Office including Word, Excel, and Outlook; internet research skills; strong skills in public speaking and marketing including familiarity with social media platforms. Drug prevention experience is preferred. Must have reliable transportation, insurance, valid TX D.L., and the ability to travel throughout the 19-county region. Completion of CDC-recommended COVID-19 vaccinations is also required.

Additional Required Competencies:

Must possess skill and demonstrated competency working with youth and adults of all ages; Exhibit energy, enthusiasm and positive attitude to inspire and motivate individuals to make healthy life choices; Work well with others, function as a team player, accept supervision; Demonstrate initiative, strong work ethic, problem-solving skills, and sound judgment; Establish and maintain positive working relationships to promote prevention efforts; Provide culturally sensitive, age-appropriate programming to all participants; Demonstrate professional, solution-focused approaches to daily work.

We're looking for candidates who can enthusiastically promote our important mission and who want to help create a safer, healthier, and more productive community.

This position is based in our Dallas, Texas (East Campus) office but is a primarily remote/hybrid work structure. Please e-mail cover letter and resume to j.deibel@recoverycouncil.org. For more information: www.recoverycouncil.org and www.prc3.org

Our Mission:

To promote wellness and recovery from disorders relating to alcohol, substance use, trauma, and mental health.