



**Outreach & Event Coordinator**  
**Part-time Anticipated Position**  
West Virginia Drug Intervention Institute, Inc.

**JOB SUMMARY**

The West Virginia Drug Intervention Institute, Inc. seeks an **Education and Outreach Coordinator** to oversee and implement the Institute's medication safety and overdose prevention and outreach programs, coordinate and attend Institute and community events, and represent the Institute at conferences. Our programs stretch across the lifespan (pre-K through adult) and includes messaging from the Institute's medication safety ambassador, Rex the Rx™ via the Don't Keep Rx Around™ mediations safety program, the ONEbox™, opioid emergency response kit, and the addicted brain educational program.

Reporting directly to the Institute's President, the Coordinator of Education and Outreach will assist with marketing, delivery and support of the Institute's prevention and safety activities and messaging with the goal of expanding our mission and programming statewide. The Coordinator of Education and Outreach will also collaborate with county coalitions, school systems, health associations, and other community partners to implement medication safety and prevention programming in schools and within the community organizations. The coordinator will be responsible for representing the Institute and its programs, products, and services at community events and conferences.

The mission of the West Virginia Drug Intervention Institute is to reduce deaths in West Virginia from opioid and drug abuse through prevention, education and outreach. The Institute is housed in a central downtown location in West Virginia's state capital city of Charleston.

This is a part-time (25 hours/week), non-exempt hourly position with a pay rate of \$20/hour. Approximately two Saturdays each month will be required for work events (with the proceeding Friday or Monday scheduled off). Travel outside of West Virginia will also be required approximately four to six times a year with travel expenses reimbursed. Salary is commensurate with experience. Vacation/sick time, health care stipend available.

## **ESSENTIAL FUNCTIONS OF THE POSITION**

- Oversee the administration and delivery of the Institute's elementary, secondary and post-secondary, and adult focused prevention education programs
- Educate purchasers and potential purchasers on the functionality and benefits of the ONEbox™ by conducting informational sessions, in-service trainings and fielding questions/phone calls/emails including travel to conferences to exhibit the ONEbox™ and other Institute programs as appropriate
- Train educators, coalition leaders, and health providers on the delivery of the Institute's education and prevention education programs/campaigns
- Assist with and/or facilitate Institute activities as needed
- All other duties as assigned by the Institute President

## **QUALIFICATIONS**

- A bachelor's degree or equivalent in a relevant field is preferred
- Three or more years successful full-time work experience preferred
- Two or more years of successful work in non-profit, educational, or corporate office environment preferred
- Experience in working with youth preferred
- Ability to interact effectively with widely diverse audiences and collaborators – e.g., educators, business leaders, government officials, media, volunteers, social service leaders, etc.
- Excellent and persuasive communication skills—both oral and written required
- An understanding of the impact of the opioid epidemic in the Appalachian Region preferred
- Proficiency in Microsoft Office Products such as Word, PowerPoint, and/or Excel required

Applications should be sent to Ms. Mia Manfredi, Executive Assistant at: [mia@wvdii.org](mailto:mia@wvdii.org). Applications should include a cover letter, a curriculum vitae, and the names, addresses and phone numbers of three (3) references. References will not be contacted without notification of the applicant. All applications received by August 15, 2024, will receive full consideration.

WV DII is an EOE. Women, minorities, and persons in recovery are encouraged to apply.