

Special Projects Associate

NAADAC, the Association for Addiction Professionals, is the largest membership organization serving addiction counselors, educators and other addiction-focused health care professionals, who specialize in addiction prevention, treatment and education. With nearly 11,000 members and 46 state affiliates, NAADAC's network of addiction professionals spans the United States and the world. NAADAC's members work to create healthier families and communities through prevention, intervention and quality treatment. The Special Projects Associate will work with the Director of Operations.

The Special Projects Associate will focus on two main areas for the Association:

Internal Communication and Development

- Support and fortify current internal and external NAADAC initiatives in marketing, education and advocacy.
- Set priorities, invest time and resources in networking with various communities to research and identify potential funding opportunities.
- Assist with the production and development of NAADAC's publications, promotion and online presence.
- Collaborate with NAADAC Directors in the development of a NAADAC fellowship program that complies with academic and community standards.
- Review and edit assorted documents and materials.
- Draft correspondence, letters of support, papers, briefs, talking points and reports.
- Assist in organize and coordinate various events, conferences and activities.
- Recruit, hire and manage interns and volunteers.

External Communication and Development

- Conduct research into current trends in the addiction services profession as a part of a holistic initiative in reinforcing and strengthening the role of the addiction services professional in local, state and national communities.
- Help strengthen relationships with NAADAC's partners in the business, government, health communities and state associations through the development of cooperative initiatives.
- Envision and implement projects, conferences and publications NAADAC can develop in partnership with other organizations.
- Assist in the conception and development of funding proposals to support NAADAC's special projects and strategic partnerships, ensuring that program components are compatible with NAADAC's mission and values.
- Identify potential partners in the addiction, health, LGBT and cultural communities.

Qualifications:

- Excellent verbal communications, writing skills and attention to detail.
- Ability to work independently, to organize and manage a variety of tasks and multiple priorities simultaneously and effectively.

- Ability to meet deadlines and to respond efficiently to calls, written requests and direct inquiries for general and project specific information.
- Willingness to travel.
- Knowledge of Microsoft office programs and internet proficiency.
- A bachelor's degree or equivalent work experience.
- An ability to occasionally work extended or irregular hours.
- Strong commitment to create healthier families and communities through addiction prevention, intervention and quality treatment.

How to Apply:

Send a resume, cover letter and writing sample to Donovan Kuehn at dkuehn@naadac.org or fax to 800-377-1136. Please put "Special Projects Associate" in the subject line.