

State Liaison

NAADAC, the Association for Addiction Professionals, seeks a State Liaison. NAADAC 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 12,000 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.

More information about NAADAC can be found on our website, www.naadac.org.

Position Responsibilities:

The State Liaison will serve as a communication link between the national office and its 46 state affiliates and organize new affiliates where none currently exist. Additionally, he/she will work with the Director of Outreach and Marketing to strengthen NAADAC's state level organizations through the development of training resources and materials; help state associations develop strategies for member recruitment, organizational promotion and building relationships with state legislators; and enhance the skills of NAADAC's current and future state leadership.

The State Liaison will:

- o Serve as a liaison between NAADAC's state affiliates and the national office
- o Plan and participate in events, meetings, conferences, concerts and create strategies to reach NAADAC's targeted audiences
- o Provide day-to-day support for state associations by identifying states' needs and offering advice and support
- o Monitor developments in state capitals that will have an impact on local addiction professionals, or a wider effect on the addiction profession
- o Set annual goals for state oversight and growth and develop tools for tracking the success of field organizing efforts.
- o Coordinate state strategies to align with NAADAC's on-going policy and advocacy in Washington, DC
- o Build and maintain relationships with allied organizations and help state associations develop local strategic partnerships
- o Track affiliate conferences and maintain contracts, records and leadership rosters of affiliated state associations
- o Prepare updates and reports for the national office and write on state issues for NAADAC's national publications
- o Work with other staff in the national office on NAADAC conferences, meetings and publications
- o Perform other duties as assigned.

Knowledge/Skills Required:

- Energy and enthusiasm
- Bachelors Degree and/or related experience; background in management preferred
- Strong management skills and the ability to multi-task
- Excellent written and communication skills
- Superior organizational skills and attention to detail
- An ability to manage deadlines and to handle multiple responsibilities simultaneously
- Good judgment and excellent problem-solving skills
- A professional manner and a friendly/team personality

How to Apply:

Please send resume and letter of application, including salary requirements, to:

Hiring Committee
NAADAC
901 N. Washington St., Suite 600
Alexandria, VA 22314-1535

Fax: 703-741-7698

Or e-mail Donovan Kuehn at dkuehn@naadac.org. Please put "State Liason" in the subject line.