

HC DrugFree

Empowering the Community

HC DrugFree provides resources and education on prevention, treatment, recovery and wellness to assist Howard County residents. By partnering and providing outreach with local schools, community organizations, government entities and businesses, we offer up-to-date information and resources on the misuse, abuse and dependence of illegal substances and medications through our website and social media, speakers, educators and professionals. HC DrugFree not only provides education, awareness and prevention to individuals and families, but we are on the forefront in organizing Drug Take-Back events, conducting informational programs for students and families, providing secure receptacles for medications, and other innovative methods to help our county's citizens have the tools to live a healthy life.

As a small team, we can be creative in meeting staffing needs. As such, we have **immediate** openings for two positions.

Pay and hours for both positions will be determined based on experience and qualifications and are negotiable. Currently, positions are mostly remote but this is subject to change. Potential for advancement. HC DrugFree is grant funded.

Position 1

HC DrugFree is looking for someone to teach classes within our educational programs, such as our parenting classes, classes for students, and the Teen Advisory Council.

What we are looking for:

- Individuals with teaching experience are strongly encouraged to apply
- Strong organizational skills
- Comfort using Google Suite and/or Microsoft Office
- Skills related to hosting online meetings and presentations are necessary
- Comfort using social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Approximately 20-25 hours per week (with the possibility of up to 35 hours per week if desired)
- Mostly daytime availability with some evening hours and occasional weekend events
- Self-motivated

Responsibilities include:

- Teaching already prepared course curricula
- Developing or coordinating educational presentations for groups
- Coordinating registrations for classes
- Collaborating with other team members to advertise for and recruit students and parents to register for classes
- Other tasks as needed

Position 2

HC DrugFree is looking for someone to assist in planning our large events (drive-thru medication collections, town halls, educational programs, Teen Advisory Council meetings, etc.) and to attend other community events to share educational materials about substance use prevention and educate community members about what we do and how they can become involved.

What we are looking for:

- Strong organizational skills
- Comfort using Google Suite and/or Microsoft Office
- Comfort using social media platforms (Facebook, Twitter, Instagram, LinkedIn)
- Skills related to hosting online meetings and presentations are necessary
- A minimum of approximately 15 hours per week, with the potential for additional hours if desired
- Self-motivated
- Must be available to work approximately 2-4 evenings per month and an occasional weekend event as necessary throughout the year as well as be available for planning with other team members during daytime hours
- Must be able to carry a minimum of 10 pounds and
- Must have their own transportation to events throughout Howard County.

Responsibilities include:

- Attending community events and talking with people about HC DrugFree's programs
- Coordinating registrations for events
- Recruiting and coordinating volunteers for events
- Collaborating with the team regarding advertising for events
- Other tasks as needed

To apply for either or both positions, please upload a resume and cover letter at <https://www.surveymonkey.com/r/HCDFEmploymentApp>

For more information about HC DrugFree or current openings, visit our website <https://hcdrugfree.org/employment-and-volunteer-opportunities/>