



**Parents Helping Parents, Inc.**

**Contact:** Becky O'Dell

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**Position:** Regional Program Coordinator

**POSITION DESCRIPTION:**

**Parents Helping Parents, Inc. is seeking four Regional Program Coordinators. This includes the following Regions:**

- **Northwest Oklahoma**
- **Northeast Oklahoma**
- **Southwest Oklahoma**
- **Southeast Oklahoma**

**The Regional Program Coordinator (RPC)** is a part-time, grant funded position and will be responsible for our Parents Helping Parents, Inc. (PHP, Inc.) volunteer and community outreach programs. The RPC will be responsible for seeking out opportunities for potential Parents Helping Parents community chapters. The candidate for the position may have learned experience as parent/caregiver who has had a child or loved one who has struggled with addiction.

The RPC will work with volunteers of our startup chapters to bring those chapters up to full status to include incorporation and an established board of directors. The RPC will coordinate outreach and marketing opportunities to include local speaking and networking opportunities for board members, outreach to local school, fire, and police department officials, and other community contacts.

**POSITION QUALIFICATIONS:**

- Entry level position
- Bachelor's degree in Social Work, Human Relations, Public Relations, or Marketing field or comparable experience is a plus. Experience working with non-profit organizations is a plus.
- Public speaking skills
- Detail oriented
- Excellent time management skills
- Demonstrated ability to effectively work in a collaborative, team-based environment and communicate across all levels of the organization
- Management of multiple tasks at once



- Positive attitude and strong work ethic
- Strong written and verbal communication skills
- Proficient in Microsoft Office applications
- Ability to enter and retrieve data from existing database management software
- Ability to work a flexible and varied schedule, including evenings and weekends when needed

**Position Requirements:**

- Speaks publicly on issue of parents with children who struggle with substance use disorder
- Oversees the daily tasks of PHP chapter community outreach strategy related to educating local parents, mental health professionals, schools, fire and police departments, media, and others in the community about the services/resources available to parents through Parents Helping Parents chapters
- Recruits, assists in the training of parent volunteers serving with local chapters
- Oversees and maintains administrative records related to orientation and annual training, volunteer activities, and time commitments
- Assists with records and files related to grants and administrative needs
- Tracks data related to community outreach goals for grants and organizational performance measures
- Travel is required. Must have own vehicle and proof of insurance.

**POSITION REPORTS TO:**

Executive Director

**HOURS:**

This is a part-time, contract position. Hours are approximately 10-13 hours per week.

**TO APPLY FOR THIS JOB:**

Please email your cover letter and resume to **Becky O'Dell** at [ed@parentshelpingparents.info](mailto:ed@parentshelpingparents.info)

**APPLICATION DEADLINE:**

Wednesday, November 17, 2021



About Parents Helping Parents, Inc.:

Parents Helping Parents, Inc. is a 501 (c)(3) organization dedicated to working with parents/caregivers who have children of any age that struggle with substance use disorder. Through our chapters and other forms of outreach, we provide educational resources for parents, and we promote the understanding that parents and families must embrace their own mental health and wellbeing to be able to help their struggling child. These resources include networking with parents who share like experiences, knowledgeable speakers, a free lending library, an informative website, and more.