POSITION TITLE: Outreach Coordinator
REPORTS TO: Director of Addiction Prevention & Mentoring Programs
FLSA STATUS: Part-Time; Hourly
SALARY: $30/hr., approximately 10-15 hours a week plus attendance at programs
LOCATION: Philadelphia/Hybrid
TIME FRAME: Dec. 2023 – June 2024 (with possibility of extension)

Position Summary

To assist with the launch of the new Overdose Family Program that will serve youth and families who have experienced the overdose death of a close family member.

Duties and Responsibilities

• Recruit 20-25 families to participate in the new Overdose Family Program
• Conduct outreach to organizations in Philadelphia that serve youth and families impacted by an overdose death of a family member
• Focus outreach on diverse communities and/or communities heavily impacted by the opioid crisis
• Assist with the interview of youth and families to assess suitability for program prior to acceptance
• Communicate with families before and after program activities
• Attend and assist with program activities, most likely held on weekends

Qualifications and Skills

• AA or BA in Social Work or Public Health a plus but not required
• Experience in grass roots organizing and public health outreach a plus
• Experience in advocacy or education around health issues a plus
• Willingness to attend community meetings and other community events at night or weekends if necessary
• Strong communication and organizational skills
• Experience working with diverse groups of individuals and organizations
• Confidentiality, honesty and discretion required
• Commitment to Eluna’s mission

How to Apply:

Email resume and cover letter with (1) approximate available start date and (2) explanation of how you meet the required criteria to Jean Hefflin Kane, at jeankane@elunanetwork.org. Thank you.
About Eluna:

Eluna is a national nonprofit with a mission to support children, teens and families impacted by grief or addiction. Its innovative approach utilizes community-building camps, interpersonal connections, and a continuum of support to help youth and families experiencing trauma associated with death or substance use disorder in their families live healthier lives. Since 2000, Eluna has supported thousands of youth and families through its three signature programs provided at no cost to families: Camp Erin, the largest children’s grief camp network for kids ages 6-17; Camp Mariposa, an addiction prevention and mentoring program for kids ages 9-17; and the Eluna Resource Center which offers personalized support resources.

ELUNA IS AN EQUAL OPPORTUNITY EMPLOYER. Eluna has undertaken proactive steps to learn how to become a more diverse and inclusive organization and we are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit–based and applied without discrimination on the basis of race, ethnicity, color, national origin, ancestry, age, sex, religion, creed, disability, sexual orientation, gender identity and/or expression, genetic information, marital status, domestic or sexual violence victim status, honorably discharged veteran or military status, or any other protected characteristic as established by applicable state or federal law.

Updated 12/1/23