



A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

# Activities and Outreach Coordinator

## Job Information

**Job Type:** Part-Time (Temporary)

**Pay:** \$12 per hour

**Program:** Southern APEX

**Location:** Randolph County

**Posting Date:** 4/10/24

**Application Deadline:** Open Until Filled

**Position Open to:** All qualified applicants

Submit Completed State of Georgia application to Recruiter:

**New Horizons Behavioral Health  
2100 Comer Ave  
Columbus, Georgia 31904**

**Fax: (706) 596-5589**

**Email: [jobs@nhbh.org](mailto:jobs@nhbh.org)**

**Website: [www.nhbh.org](http://www.nhbh.org)**

## Job Description

The candidate will utilize grant funds to promote APEX services in the following counties: Randolph, Stewart, Quitman, and Clay. The candidate will be responsible for developing, coordinating, and delivering activities throughout the four counties. The candidate will also be responsible for the appropriate utilization of state funds, staying within designated budget, and engage in budget meetings accordingly. The candidate must be organized and self-driven to openly and effectively communicate with school partners, community partners, etc.

*This position is Monday-Friday, day shift, with occasional evenings/weekends. It is a temporary, part-time position, where the candidate will work 30 hours or less a week.*

### Minimum Qualifications:

High school diploma or GED. Excellent communication and organization skills. Must have a valid driver's license, an insured vehicle, and a clean driving record.

### Preferred Qualifications:

Experience in community leadership events, school clubs/groups, experience working within a budget and an understanding of grants.

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The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

**NOTE: APPLICATIONS WILL BE SCREENED AT THE PREFERRED LEVEL.**

**Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.**

**This position is subject to close at any time once a satisfactory applicant pool has been identified.**