



Data and Communications Coordinator Peer Specialist

Full Time Position

Salary Range: \$48,000 to \$52,000

Join CiC for Prevention and Recovery in a full time role that blends data driven strategy with direct peer support. This position is ideal for someone who is passionate about using data to strengthen recovery services while staying grounded in community connection.

Primary Focus: Data and Communications

Lead data tracking, analysis, and reporting across CPRC programs

Manage the Recovery Data Platform (RDP) tracking software with accurate, timely data entry

Translate data into clear insights that guide outreach, programming, and resource allocation

Develop simple reports and dashboards for internal and external use

Maintain a community resource map and identify trends, gaps, and opportunities

Use social media and audience data to inform strategy

Support communications through clear, data informed updates and impact highlights

Peer Recovery Support

Provide peer support as needed, grounded in lived experience

Support individuals with resource navigation and connection to services

Participate in outreach, Peer Recovery Pop Ups, and community events

Document services and outcomes in the RDP

Qualifications

Current Certified Peer Recovery Specialist or in process required

Strong data tracking, analysis, and reporting skills

Experience with databases or dashboards preferred

Ability to translate data into clear, actionable insights

Strong communication, organization, and ability to work independently

Commitment to recovery oriented, harm reduction approaches

Why It Matters

Your work will help ensure resources reach those most impacted while strengthening how recovery services are delivered across the community.

Apply

Send resume and brief cover letter to Ken Musgrove:

kmusgrove@communityincrisis.org

CiC for Prevention and Recovery is an equal opportunity employer and encourages applications from individuals with lived experience or a strong connection to the recovery community. At CiC, we cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team, one that makes better decisions, drives innovation, and delivers better business results.