



COMPEER INTERNATIONAL

Compeer is an international organization with 52 affiliates - located in 4 countries and 8 states. Compeer develops, delivers and supports model programs that inspire and engage communities through the power of volunteer friends and mentors of our Compeer affiliate programs to improve the quality of life for adults, children, and families who strive for good mental health.

POSITION: Affiliate Relations Coordinator

Responsible for administration of the international network of Compeer Programs under the direction of the Compeer International CEO.

RESPONSIBILITIES

- Administrate the international network of Compeer Programs in an effective manner.
- Provide technical assistance to the international network of Compeer programs through telephonic or other consultation, program information and dissemination of materials.
- Maintain records and evaluate the international network of Compeer Programs; supervise record-keeping and dissemination of information.
- Coordinate and implement international conference.
- Oversee production of PR materials, newsletter, website and other communication vehicles.
- Investigate opportunities for program resources, including funding, publicity, volunteers, and other pertinent information to support Compeer CEO and affiliate staff.
- Present Compeer at conferences, workshops, meetings.
- Respond to new program startup inquiries, support expansion of sites.
- Manage annual Membership Dues and the annual Compeer License Agreement process.
- Responsible for trademark renewals, currently for U.S., Canada, Australia.
- Organize and facilitate quarterly affiliate meetings by topic.
- Establish a supportive relationship with each affiliate.
- Build relationships with other state-wide agencies, organizations and governmental entities to foster recognition of Compeer as a best practices model for recovery.

PREFERRED QUALIFICATIONS

- Ability to work as a team member and can perform independently.
- Excellent communication skills.
- Flexible and creativity when faced with challenges.
- Soundness of judgment in decision-making and prioritization.
- Bachelor's required, knowledge of mental health preferred

Compeer encourages a collaborative work environment with a culture of fun, passion and success. We offer excellent benefits including competitive pay, generous time off, professional development and retirement benefits. Salary range is \$35,000 to \$45,000 and the office is located in Buffalo.

Resumes To:

Tim Boling, CEO • (tim@compeerbuffalo.org) • Posting closes November 8, 2018
24 Ludington Street, Buffalo NY 14206