**New Position: South Shore Peer Recovery Center Coordinator  
*Please email resume and cover letter to:*** [office@southshorepeerrecovery.org](mailto:office@southshorepeerrecovery.org" \t "_blank)

This full-time position requires a unique set of skills ranging from public educator and public relations, to administrator of facilities and services, recruiter, trainer, and more. The Coordinator will be an employee of the non-profit community organization, reporting to the Board of Directors, and working closely with a variety of volunteers and the public on a daily basis. He/she is responsible for operating at all times consistent with the values of the organization and helping South Shore Peer Recovery achieve its mission *to organize people in recovery from all addictions, their family members, friends and allies, to put a positive face on recovery. SSPR provides peer support, education, and advocacy opportunities; working to remove barriers to recovery; treating all with dignity and respect regardless of the pathway to recovery.*

**Essential Job Functions:**

* Develop operational systems to track activities, follow up and reporting.
* Be a regularly available resource for individuals and families seeking help by developing a working knowledge of diverse recovery resources in the community, as well as resources for prevention, treatment and recovery support services, employment, housing, etc.
* Work with Board of Directors and Standing Committees to accomplish strategic goals of SSPR.
* Actively work to increase membership by working with key representatives of local communities and continually working to share the mission of SSPR and resources available.
* Assure that all required documentation is organized, maintained and secured.
* Support Finance Chair with bookkeeping, billing and recordkeeping as needed
* Ensure office & equipment operates smoothly (copier, printer, phones, supplies, resource materials)
* Coordinate all center activities and community meetings, working with all volunteers and partners to create a rich and vibrant environment full of recovery support opportunities.
* Coordinate all PR/marketing activities assuring regular coverage for events and activities
* Develop key social marketing and collateral materials for strategic messaging, continually building and maintaining contact lists.
* Assure that donors/volunteers are acknowledged and engaged, coordinate/assist with events as assigned.
* Develop and maintain a network of community stakeholders (hospital, treatment providers, social service organizations, local business community) to establish and maintain a strategic recovery-oriented presence and forward strategic plan
* Collaborate with the statewide Recovery Community Organization, MOAR, and others to advance mutual objectives and our organizational framework in the region
* Assist with grant applications, data collection, and program evaluation

**Qualifications**Bachelor's degree with a minimum of 3-5 years of experience in field of substance use treatment, social policy, social work, criminal justice, marketing and communications, public health, or a related field. Experience with program coordination, health promotion, assessment, community organizing/capacity building, strategic planning, implementation and evaluation. Working knowledge of a variety of addiction recovery modalities and ability to articulate and oversee the delivery of multiple pathways of recovery in a community based setting.