

FACES & VOICES OF RECOVERY
Administrative and Program Assistant Job Description

Faces & Voices of Recovery is seeking a full time Administrative and Program Assistant who is self-motivated and can work at times with minimal direction. The candidate must be able to work well in a small, friendly office with a fast-paced environment and be willing to complete a wide variety of tasks. Attention to detail, ability to juggle many tasks with accuracy and speed, prioritize and meet deadlines required.

Office management and administration

- Maintain a professional, organized and well-run office
- Manage inventory and maintain office supplies
- Maintain computer systems, phone system and office equipment, including troubleshooting minor IT issues and coordinate upkeep
- Answer phone and emails and respond to requests for information
- Manage daily mail and coordinate large mailings
- Maintain organizational files and create new information management systems as needed
- Regularly process and mail merchandise orders
- Oversee and maintain the physical office space

Events

- Assist in all aspects of planning and carrying out events, including:
 - Publicity using in-house created flyers and posting on web sites and list serves
 - Processing and tracking registrations and tickets
 - On-site help including setting up, breaking down and other tasks as needed
 - Administrative tasks (RSVP lists, task lists, thank-you's, etc.)
 - Creating and producing displays

Program assistance

- Maintain and manage the Faces & Voices Web site
- Maintain and manage various listservs
- Manage Faces & Voices presence on social networking and media sites such as Facebook, You Tube, In the Rooms, and The Second Road
- Manage volunteer program: recruit, train, and supervise volunteers
- Research and stay abreast of latest technologies for social media, online advocacy, contact and content management solutions
- Maintain and update several data management systems
- Process contributions through data entry and coding, thank you letters, and updating web site.

Qualifications:

1. Strong commitment and enthusiasm for recovery advocacy and the people and groups we serve around the country
2. Computer Skills
 - Proficient in Microsoft Office Suite
 - Experience using Dreamweaver or other web design or CMS software
 - Experience working with email marketing programs such as Constant Contact
 - Experience working with data management applications such as Microsoft ACCESS
 - Superior internet research skills
3. Excellent interpersonal, organizational and written/oral communication skills
4. Bachelor's degree preferred; Associate (AA) or equivalent administrative assistant experience required.

Salary: \$30,000-\$35,000 based on experience with generous leave and health benefits. Two year commitment required. Faces & Voices of Recovery is an Equal Opportunity Employer.

About Faces & Voices of Recovery: We are committed to organizing and mobilizing the millions of Americans in long-term recovery from addiction to alcohol and other drugs, our families, friends, and allies to speak with one voice. The organization, working to change public perceptions of recovery, promote effective public policy in Washington, D.C. and in all 50 states, and demonstrate that recovery is working for millions of Americans.

How to apply:

Interested candidates should email a resume, cover letter and three references with the subject line, "Administrative Assistant" to: info@facesandvoicesofrecovery.org. No phone calls.

Application Deadline: January 18, 2010

Faces & Voices of Recovery
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