

FACES & VOICES OF RECOVERY

ADMINISTRATIVE ASSISTANT

Faces & Voices of Recovery, a national organization working to mobilize and organize the recovery community in support of recovery from addiction to alcohol and other drugs, has an immediate opening for a full-time Administrative Assistant. We are looking for someone who is self-motivated and can work at times with minimal direction. The candidate must be able to work well in a small, 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. The Administrative Assistant will be supervised by the Program and Development Officer.

Job Description:

1. Office Assistance and Administration

- Assist in managing small office, maintaining computer systems, office equipment, phones, and supplies inventory
- Handle administrative logistics for meetings and events; coordinate and do large mailings; respond to various phone and email inquiries and other duties as assigned
- Filing
- Regularly process and mail merchandise orders

2. Membership Management

- Maintain and manage the Database through regular updating and data entry
- Update and enter email addresses in multiple listservs
- Process membership application forms
 - i. track and process membership dues
 - ii. send confirmation letters
 - iii. enter membership data
 - iv. send benefits

3. Program Assistance

- Manage the design, production and distribution of materials
- Maintain Faces & Voices Web site
- Maintain and manage various listservs

In addition, develop an understanding and appreciation of addiction recovery and other issues that Faces & Voices of Recovery works on; build relationships with key colleagues; participate in planning discussions and handle special projects.

Qualifications:

1. Computer Skills

- Strong Microsoft Word, Excel, PowerPoint, Publisher, and Access. Skills with desktop publishing and Web design and development tools a plus.
- Internet research skills a plus

2. Bachelor's degree preferred; Associate (AA) or equivalent administrative assistant experience
3. Excellent interpersonal, organizational and written/oral communication skills

Salary: \$29,000 with generous leave and health benefits. Faces & Voices of Recovery is an Equal Opportunity Employer.

How to apply

Interested candidates should email a resume, cover letter and three references with the subject line, "Administrative Assistant" by June 27, 2008 to info@facesandvoicesofrecovery.org

Faces & Voices of Recovery
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