



ADVOCACY UNLIMITED, INC.

Peer Recovery Services Program Administrator

POSITION DESCRIPTION: Advocacy Unlimited, Inc. offers holistic, peer-led, education, advocacy, and support in the areas of mental health, addiction, and trauma recovery. We believe all people have the innate capacity to create a life of self-defined purpose beyond a psychiatric diagnosis and addiction histories. To learn more, please go to www.advocacyunlimited.org.

The Peer Recovery Services (PRS) Program Administrator is responsible for supporting the administration of PRS programs, including community education, peer certification and training, and support groups. The PRS Program Administrator will oversee the daily operations of the Peer Recovery Community Center. It is expected that team members prioritize the lived experiences of all participants, while considering the collective care of the community we are funded to serve.

Strong organizational, interpersonal, and leadership skills are essential, as the role requires balancing administrative responsibilities with direct engagement with community.

FULL-TIME NON-EXEMPT EMPLOYMENT:

37.5 regularly scheduled hours per week, \$27/hour and an 180-day introductory period with Performance Evaluation at the conclusion of this period. Inclusive of benefits outlined in the Advocacy Unlimited Personnel Handbook. **Reports to:** Director of Peer Recovery Services

ESSENTIAL JOB DUTIES

- Assist the PRS Director with documentation, reporting, service agreements, invoicing, and program records.
- Ensure PRS program records are up to date and maintain the electronic filing system for contractual deliverables.
- Oversee daily operations of the Peer Recovery Community Center (PRCC), including opening/closing, greeting guests, and ensuring spaces are organized and welcoming.
- Ensure program flyers and promotional materials are current, with copies available for community members and team members.
- Direct all calls received on the main Advocacy Unlimited number, check voice messages, and maintain records.
- Manage the AU general email, respond as appropriate, and direct emails to respective teams.
- Manage PRS and PRCC logistics supply ordering
- Create and maintain a digital course catalogue
- Manage shared use spaces and training space reservations, and assist with setup/breakdown for programming.
- Organize PRS outreach events in collaboration with program staff, including community tabling events and presentations to community partners and organizations.
- Assist with receiving and organizing RSS applications.
- Maintain up to date and accurate records of all work-related activities.
- Meet all internal accountability standards.
- Attend team meetings and trainings
- Co-chair the Safety Committee and maintain records.
- Search job boards weekly for open peer specialist job descriptions and forward them to the Business Manager
- Assist the Communication and Marketing Specialist with mailings
- Maintain mailing lists
- Complete day-to-day administrative support as needed.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Bachelor's Degree in related field of study, or equivalent work experience
- Certified Recovery Support Specialist, or eligible for certification
- Minimum 3-years clerical experience required
- Bilingual, Spanish speaking preferred.

REQUIRED SKILLS & ABILITIES

- Motivated to advance collaborative decision making and collective accountability
- Excellent communication skills, both written and verbal
- Recovery-oriented, flexible, and culturally sensitive
- Proficient in Microsoft Office 365; able to learn new systems
- Highly organized, detail-oriented, and able to manage multiple projects independently
- Strong problem-solving, judgment, and strategic thinking skills
- Valid driver's license, clean driving record, reliable vehicle, and current insurance for statewide travel