ADVOCACY UNLIMITED, INC.

CONTRACTED POSITION

Community Support Group Administrator

OVERVIEW

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, addiction, or trauma histories. To learn more, please go to www.advocacyunlimited.org.

We are seeking an organized and self-motivated Administrative Contractor to support the day-to-day operations of CT Alternatives to Suicide (Alt2Su), CT Hearing Voices Network (HVN), and the Maastricht Approach Project (MAP). This role is vital to ensuring our support groups, facilitators, and partner initiatives run smoothly, accurately, and on schedule.

CONTRACT DETAILS

Schedule: 15–20 hours per week
Compensation: $42/hour
Term: 6-month contract, with potential for extension

CONTRACTOR DUTIES

- **Administrative & Financial Operations:** Complete administrative tasks supporting the operations of CT Alt2Su, CT HVN, and MAP, including the financial processing of facilitator stipends and other operational expenses.
- **Directory & Schedule Management:** Maintain a current, accurate list of all CT HVN and CT Alt2Su groups, including site contact information, locations, times, and days. Maintain an up-to-date roster of CT Alt2Su and CT HVN facilitators with current contact details.
- **Facilitator Communications:** Send weekly emails to facilitators containing relevant program updates and the upcoming weekly schedule.
- **Virtual Hosting & Supervision:** Host bi-weekly virtual check-ins for facilitators, as well as monthly virtual MAP Guide supervision sessions in partnership with the National Paranoia Network**.**
- **Outreach & Data Management:** Create flyers or promotional graphics in Canva and manage data using SharePoint.
- **Partner Liaison:** Maintain consistent, clear communication with the Executive Director of the National Paranoia Network.
- **Accountability & Reporting:** Meet all internal accountability standards, including timely documentation and required reporting.

REQUIRED SKILLS & EXPERIENCE

- 3+ years of clerical or administrative experience.
- High proficiency in Microsoft Office 365, specifically Outlook, SharePoint, Excel, and Word.
- Competence with Canva, Jotform, or similar web-based design and form-building applications.
- Demonstrated experience in project management and coordinating multi-part schedules.
- Proven ability to work independently, manage deadlines, and maintain high attention to detail.

PREFERRED QUALIFICATIONS

- Trained in CT Alt2Su and/or CT HVN Support Group Facilitation.
- Recovery Support Specialist (RSS) certification.

HOW TO APPLY

Interested candidates should submit their resume and a brief statement of interest to hr@advocacyunlimited.org.