

New Employment Opportunities

Regional Coordinators, Massachusetts Organization for Addiction Recovery

Location Boston, Mass.

Posted Jan / 26 / 2015

Job Summary

Three Regional Coordinators will represent MOAR (in two of six regions each; specifically Northeast Massachusetts and Boston; Southeast Massachusetts and Metro-West; Central and Western Massachusetts) in partnership and government related activities. They will create "Recovery Action Teams" by engaging new members, sustaining current members, and developing volunteer opportunities. The coordinators will facilitate meetings, support training, and guide peer supportive activities. They will maintain the organizational mission and values through all related projects.

MOAR Values: Faces and Voices of Recovery - Visible, Vocal, Valuable

Essential Job Functions

- Develop and coordinate of Regional Recovery Action Teams
- Recruit, orient and develop of regional peer volunteers
- Prepare agendas and support materials for volunteers
- Facilitate peer and policy maker educational meetings and events
- Assist with ongoing development, operation, and support of peer driven services
- Provide ongoing support for volunteers and members
- Support implementation of MOAR projects
- Fulfill quality assurance and administrative functions including the completion of required documentation
- Attend scheduled staff and supervision meetings
- Assist with the development of newsletters and other communication shared with stakeholders
- Provide timely information to MOAR members regarding important public policy developments
- Gather data and provides reports on recovery community support activities

- Coordinate development and distribution of MOAR material to interested parties
- Other duties as assigned

Qualifications

- Bachelor's Degree with a major in Human Services or related degree with a minimum of two years professional experience or two to five years of progressive (forward thinking/innovative) experience with addiction recovery community organizing and support services
- Experience community organizing
- Proven expertise in the addiction prevention, treatment, and recovery continuum of care
- Knowledge of the recovery and peer movement, including problem gambling recovery
- Cross-cultural skills, and experience with culturally diverse populations
- Demonstrated facilitation, presentation, event planning, and community organizing skills
- Computer skills : Microsoft Office software (Word, Excel, Access, PowerPoint, Publisher)
- Demonstrated verbal and written communication skills, inclusive of social media

Additional Qualifications

- Lived experience in personal recovery for a minimum of two years
- Bi-lingual (Spanish speaking) skills preferred
- Valid driver's license; the ability to travel periodically throughout the region
- Ability to work occasional nights and weekends

Massachusetts Organization for Addiction Recovery has a work environment that promotes diversity, embraces change, and provides leadership opportunities to every team member.

So if you are looking to make a move and are a highly motivated professional who welcomes new challenges, take a look at MOAR.

We have your next GREAT OPPORTUNITY!

[Apply Online Now](#)

We also accept applications by mail or fax. Apply by mail to:

Third Sector New England
Attn: Employment Manager
NonProfit Center
89 South Street
Boston, MA 02111

Or send by fax to: 617.523.2070

As an EOE/AA employer, TSNE and MOAR will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran or disability status.

Thank you,
Maryanne Frangules