

# Nick's Place

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## Program Coordinator

Nick's Place is a not for profit 501(c)(3) Recovery Home for young men who have completed treatment for the disease of addiction. The mission of Nick's Place is to save lives. Our structured Recovery Residence provides young men ages 20-26 with a safe, sober, affordable home and life-management programs to support their recovery from the disease of addiction. Under the leadership of its founding board President and alumni Executive Director, Nick's Place has developed a track record of significant accomplishments since its inception in 2000.

The Program Coordinator requires a commitment to the development of young adults in recovery with strong communication and organization skills and the ability to manage a wide variety of tasks.

**Hours:** 40 hours per week typically Monday - Friday with some weekend and holidays

### Duties and Responsibilities

- **Resident and Family interaction**
  - Provide direction and guidance in problem solving, decision making and recovery
  - Conduct orientation with new residents to establish expectations regarding all required procedures, tasks and program activities
  - Schedule and conduct resident one-on-one meetings
  - Coordinate Nick's Place programs and activities
  - Lead our nightly Dinner Program groups
  - Managing and updating our Job Readiness and Placement training
  - Manage and coordinate the prospective resident interview process
  - Monitor residents' adherence to all Nick's Place rules and expectations
  - Communicate and coordinate with residents family members as needed
  - Conduct regularly scheduled inspections of Nick's Place
  - Perform random drug screens
- **Facility Upkeep**
  - Responsible for oversight and upkeep of all house operations and daily tasks
  - Repair and teach residents how to fix maintenance issues
  - Responsible for obtaining food and household supplies
- **Administrative Responsibilities**
  - Contact and visit treatment providers to announce openings and build relationships
  - Communicate with external parties (e.g. probation officers) on behalf of residents as needed
  - Assist with the development of standard forms and documents, and ensure their regular use
  - Assist with database maintenance, marketing and social media activities
  - Attend and interact with people at marketing events
  - Communicate, recruit and coordinate with volunteers and professionals
  - Responsible for communication and coordination with other employees to ensure effective operations
  - Daily pickup of mail and packages from UPS
  - Manage the donation acknowledgement process
  - Provide daily administrative support
  - Perform other duties as requested
- **Qualifications:**
  - Organized and self motivated
  - A basic "working knowledge" of the 12 steps
  - A valid driver license and reliable transportation
  - Proficient in, Google Drive or Microsoft Office
  - Good written and verbal communication skills

**If interested in applying, please send your resume in PDF or Word format to [andrewmalone@nicksplace.org](mailto:andrewmalone@nicksplace.org) with "Program Coordinator" in the subject line**