

WeCare, Inc.
Program Administrator

We Care, Inc., a peer run organization, is seeking a full-time Program Administrator to work in partnership with the Board of Directors. Duties will include budgeting, strategic planning, operations management, financial management and development, partnership development, training, evaluation and development of programs and services, staff leadership, development, and supervision, and effective day to day oversight of all phases of successful operations of We Care. Qualifications: Bachelor's Degree from an accredited college or university. Experience leading mental health and substance abuse recovery programs; Experience and success in nonprofit operations; and considerable knowledge of principles and practices of human resources management, business administration, and financial management and budgeting is required.

A personal history of success in self-Recovery from mental health and/or substance abuse challenges and become a Virginia Certified Peer Recovery Specialist within 18 months of employment are also required.

Salary is commensurate with qualifications and experience. We Care, Inc. is an Equal Opportunity and Affirmative Action employer.

To Apply: Mail a detailed resume and cover letter outlining qualifications for this position to Preston Page, 29 Jones St., Martinsville, VA 24112.

Please mark the outside of the envelope "Resume".

Deadline To Apply: Position is open until filled.