



THE ROAD TO HOPE INC.
1863 Liberty Ave
Vermilion, OHIO 44089
WWW.ROAD-TO-HOPE.ORG



Position: *Program Assistant*

Location: Trinity House, 10515 East River Rd, Columbia Station, OH 44028

Status: Full-time (40 hrs/week, hourly)

Schedule: Full-time, Monday–Friday, 7:30 am – 4:00 pm

Reports To: Senior Director of Recovery Services and Program Director

About the Role:

The Program Assistant is the welcoming first point of contact for residents, visitors, and community partners while supporting residents in recovery housing. This hybrid role combines front desk administration with resident support, ensuring smooth office operations and a safe, recovery-focused environment. You will assist with program implementation, resident engagement, and day-to-day administrative functions.

Key Responsibilities:

- **Front Desk & Visitor Services:** Greet and direct visitors, answer phones, manage mail, and monitor building access.
- **Administrative Support:** Assist Program Directors and staff with scheduling, data entry, files, supplies, and general office tasks.
- **Resident Support & Coordination:** Check in with residents daily, monitor well-being, support recovery plans, ensure home safety, orient new residents, and model recovery-focused behavior.
- **Community & Events:** Support program events, outreach, and other initiatives that promote recovery and community engagement.

Qualifications:

- High school diploma or equivalent required; lived experience strongly preferred.
- Strong organizational, conflict resolution, and communication skills.
- Respectful, professional interaction with diverse populations.
- Valid driver's license required.

Why Join Us:

Be part of a compassionate team dedicated to supporting individuals in recovery and fostering a safe, empowering community.

Apply:

Candidates can request an application or forward resumes by emailing our Senior Director of Recovery Services, Michael Plas, at michael@rthohio.com. *Internal candidates do not need to complete an application.*

