



EMAIL: FAVORLowcountry@gmail.com

## **PROGRAM DIRECTOR (PD)**

FAVOR Lowcountry is a non-profit 501 c 3 organization incorporated in the State of SC to promote the long-term recovery from substance use disorders through education, advocacy and recovery support services; resulting in healthier individuals, families and communities.

The PD will be responsible for implementing and supervising the various activities and efforts identified by the FAVOR Board of Directors on a daily basis. The position requires supervision of marketing and social media activities, volunteer and peer recovery support efforts, Representing FAVOR Lowcountry on various local and state level committees and taskforces. Ensuring timely completion and submission of all funder required reports. As this is a new position, the role will require the ability to organize, plan and implement multiple activities concurrently. The PD will be the face of FAVOR Lowcountry and as such will need to be a strong advocate for the concept of multiple pathways to recovery.

**Position Title: *PROGRAM DIRECTOR (PD)***

### **Reporting Relationship:**

- The PD will work under and be responsible to the FAVOR Lowcountry Board of Directors.
- The PD will supervise volunteer administrative and marketing staff
- The PD will supervise peer recovery coaches

### **Position Description:**

- Manage the day to day operations of FAVOR Lowcountry
- Recruit and supervise Peer Recovery Coaches
- Participate as part of the Training Team to train Recovery Coaches
- Participate in public speaking opportunities to increase community awareness of FAVOR Lowcountry
- Establish and maintain relationships with social service agencies, churches, civic organizations and businesses throughout the community to increase the awareness of FAVOR Lowcountry.
- Represent FAVOR Lowcountry at local and state level recovery related meetings and task forces.

- Complete and maintain all required databases and reports of various funding sources.
- Facilitate “All Recovery Meetings”
- Be a positive advocate for all pathways to Recovery.
- Manage information to stay abreast of current affairs, news, activities, events and other related information on substance use disorders in our community and beyond.

**Education / Experience:**

- Currently in Recovery from a substance use disorder for a minimum of 3 years (Required)
- Certified as a Peer Support Specialist (Preferred). If not certified will be expected to obtain certification
- General awareness of recovery and addiction issues locally, regionally and nationally.
- High-School Diploma (Required) / Associates or Bachelor’s (Preferred)
- Experience with Public Speaking, Event Planning

**Knowledge, Skills and Abilities (KSA’s):**

- Organized and able to meet deadlines
- Work independently with good judgment and personal initiative.
- Support Group Facilitation
- Establish and maintain effective working relationships with key stakeholders in the treatment and recovery community.
- Knowledge of Microsoft Office products essential
- Knowledge of Social Media, Email & Website platforms preferred

**Hourly Compensation / Hours per Week:**

- \$19.00 Per Hour
- Full time, 40 hours per week
- Mileage reimbursement for travel to locations greater than 50 miles one way from FAVOR Lowcountry Office
- 1099 Consultant (you will be responsible for your own taxes)