



**Project Coordinator (The Fletcher Group Grant)  
Full-time Contractor Position: 40-hours per week**

The Project Coordinator will be the lead contact and will be working closely with The Fletcher Group Project Coordinators and Administrators as well as the assigned coordinator of each of the 100 recovery homes. Their primary responsibility will be to effectively align and manage all needed resources to ensure the successful planning and execution of the 12-week meeting programs. This will include effective scheduling coordination for all participating recovery homes and SMART resources, budget oversight to maintain pre-approved expenditures, technical support, meeting delivery, and evaluations to help reach the goals and deadlines of the project. This position reports directly to the Executive Director and Assistant Executive Director but will work closely with our SMART Volunteer Managers. This position will be funded through 8/31/2022, but an extension of the contract (or possible employment) will be considered depending on availability of funding.

**Required:**

- Completion of SMART Recovery Facilitator Training
- Familiarity of Successful Life Skills and SMART Recovery Tools
- Ability to facilitate SMART Recovery meetings – will likely occur in three different time zones
- Ability to recruit and oversee prospective meeting facilitators from recovery home staff and participants
- Proficient computer skills - Microsoft Office -Office 365
- Enjoys working with a team
- Excellent organizational skills and the ability to prioritize and work under pressure
- Strong written and verbal communication skills that allow successful interaction with all areas of the organization and with clients
- Work independently and very proactively with minimal direction/supervision; provides timely updates to the designated administrative and project resources
- Customer service focus; positive attitude, professional, warm and caring demeanor
- Strong attention to detail, follow-through, and commitment to quality
- High level of enthusiasm and energy; professional
- Scheduling will be flexible as project needs change/arise, where possible with advanced planning. Some evenings and weekends may be required
- Ability to identify potential problems or technical issues while developing solutions

## Responsibilities

- Administrative duties to support administrative staff and recovery home contacts
- Support marketing team with messaging to encourage recovery homes' implementation of SMART Recovery in rural areas
- Work with approved budgets, work schedules, and organize all required activities
- Work in distributing equipment, resources, and information to support meetings
- Provide helpful and timely responses to inquiries to support implementation of SMART Recovery/SLS meetings at recovery homes
- Provide oversight to recovery home staff on how to register and complete SMART Recovery facilitator training
- Work with team and recovery home contacts to ensure participant data is reported as outlined for research purposes
- Work with FG resources to develop and maintain inventory and tracking of participants, facilitators, with contact details, meeting attendance and data, etc. for research purposes
- Interface with reentry recovery house lead managers to gather and maintain information and support meetings.
- Liaise with the Fletcher Group lead project coordinators and maintain effective and timely communications
- Create recovery home welcome package (attendance registration form, core requirements checklist, what they need to have and do, what will SMART do, meeting book fulfillment, etc.) and send to each new recovery home
- Ensure checklist is completed and returned for each participating home. Each home may have different technology and different levels of individuals so we will need to provide support, as required
- Work with FG & SMART accounting resources to set up and track budget, disbursement requests, support documentation, etc. to ensure HRSA compliance and accountability is maintained
- Oversee ordering and fulfillment process
- Will need to facilitate the 12-week meetings in selected recovery homes, or on an as needed basis (likely in 3 different time zones)
- Special projects as requested by the SMART/Fletcher Group leadership team

To apply for the position, please submit your resume to [hr@smartrecovery.org](mailto:hr@smartrecovery.org)