

INTERNAL POSTING 3-2-12

RECOVER Project

Administrative Assistant/Facilities Coordinator

The RECOVER Project, a program of the Consortium, is seeking an administrative Assistant/ Facilities coordinator, 20 hrs/week. Candidate must have strong interpersonal and organizational skills, be competent in the use of Outlook, Word, Excel, Access and Publisher, and have excellent oral and written communication skills and have a minimum of 3 years lived experience with addictions recovery. A person in this position will provide administrative support to project director, project staff and members. Reliable transportation and valid driver's license required. Please send resume and cover letter by March 9, 2012, to Linda Sarage, Director, The RECOVER Project, 68 Federal St., Greenfield, MA, 01301 or email to lsarage@wmtcinfo.org.

AA/EOE