



NAVIGATE RECOVERY

— GWINNETT



Changing the way we view and treat addiction!

Job Title: Administrative Coordinator | Recovery Coach

Organization: Navigate Recovery Gwinnett

About Us:

Navigate Recovery Gwinnett, a nonprofit Recovery Community Organization (RCO) based in Gwinnett County, GA, envisions a community that treats addiction as a chronic condition and respects the dignity of those affected. Our residential program for women, *Lightway Recovery Addiction Wellness Center*, follows these same principles. Both programs are part of *Sojourn Ministries, Inc.*, a 501(c)(3) nonprofit charity founded in 2008.

Our Mission:

We serve individuals and families impacted by addiction by connecting them to the support they need and removing barriers to recovery. Through advocacy, collaboration, facilitation, and encouragement, we support multiple pathways to recovery.

We are passionate about helping others and dedicated to innovative approaches that change how addiction and mental health issues are viewed and treated. Peer support is at the heart of our work, and we believe in the power of shared experience.

Position Summary:

The Administrative Coordinator | Recovery Coach is responsible for coordinating office operations and providing administrative support to Navigate Recovery's programs, including LifelineED, Safe Harbor, and Lightway Recovery for Women. You'll also play a pivotal role in developing and maintaining relationships with our volunteers, community service members, and advisory council groups.

Key Responsibilities:

- Coordinate general office services (appointment-setting, record management, etc.).
- Assist with mail, banking, and tracking donations; maintain some financial records for the accountant.

- Review and improve administrative systems, including record-keeping, personnel requirements, and office layout.
- Prepare and collect financial and operational reports for grants, contracts, and board of director meetings.
- Assist with human resources functions, including interviewing and onboarding new staff.
- Proofread written communications to ensure alignment with the organization's branding and communication style.
- Plan, lead and assist with special events like our annual 5k, Gala and Golf Outing.
- Engage and manage volunteers, community service participants, and advisory council members.
- Assist in coordinating communications and marketing efforts, including social media and email campaigns.
- Serve as an active team member in supporting community outreach efforts.

Qualifications

- At least two years of abstinence-based recovery from addiction.
- A passion for serving those impacted by addiction.
- Strong verbal and written communication skills, with the ability to record accurate data and prepare reports.
- Experience with software and technology (CRM, spreadsheets, etc.).
- Ability to engage positively with peers, families, and coworkers.
- Willingness to live by the code of ethics and core values of Sojourn Ministries.
- Collaborate with other organizations to build positive partnerships.

Compensation and Benefits

- Pay is commensurate with experience and qualifications.
- Full-time employees receive 10 days of Paid Time Off (PTO) and 10 Paid Holidays, including your birthday. PTO is available after 90 days of employment.
- \$50 monthly phone allowance and mileage reimbursement for travel.
- Access to supplemental AFLAC insurance and group vision and dental plans.
- Opportunities for continuing education and certifications.

Work Schedule

- This is a full-time, 40-hour weekly position with initial training hours from 8:30 AM to 5:00 PM, Monday through Friday. Hours may be adjusted to meet organizational needs. Overtime is not permitted without prior approval.

If you're excited to make a difference in the lives of individuals and families affected by addiction, we encourage you to apply!