

JOB ANNOUNCEMENT

SHARE! Downtown or Culver City Meeting/Volunteer Specialist



SHARE! needs qualified candidates for the position of Meeting/Volunteer Specialist who have extensive personal experience in self-help support groups, are passionate about recovery, and want to help others find their own path to change and grow.

Responsibilities:

- Recruit and support self-help support groups at SHARE!
- Recruit, train and supervise volunteers of all levels and abilities
- Coordinate volunteers to operate and maintain the self-help center
- Manage high stress situations/interventions
- Provide crisis management as needed
- Assist with special events

Qualifications:

- 3 – 5 years of current personal experience attending 12-step groups and/or other self-help support groups
- Ability to leverage community resources, e.g. get donations of food, services, etc.
- Ability to problem-solve
- Self-starter
- Non-judgmental
- Bilingual any language a plus
- Minimum 1 year of sobriety/abstinence required if applicable, 2-5 years preferred
- Knowledge of 12-step programs
- Honesty, open-mindedness, willingness
- Desire to grow
- BA degree a plus
- Managerial experience a plus
- CADAC, CADCA or ADCA not required.

TO APPLY: Please send your resume and a cover letter detailing your passion for self-help support groups, your personal experience attending self-help support groups and why you want to work at SHARE!
to: jobs@shareselfhelp.org or 6666 Green Valley Circle, Culver City, CA 90230 or FAX to (310) 846-4089.

Disclaimer: the above statements are intended to describe the general nature and level of work being performed by people assigned to this job. All staff may be required to perform duties outside of their normal responsibilities from time to time as needed.

SHARE! is hiring for multiple positions. All SHARE! job postings are at www.shareselfhelp.org/programs/share-jobs

Jobs at SHARE!



If you love self-help support groups, are open-minded, willing to work hard and learn a lot, SHARE! is the right place to work. Working at SHARE! offer many opportunities to build community, inspire personal growth and change and connect people with self-help support groups, housing, jobs and volunteer opportunities. Self-help support groups of every kind, including 12-step groups, are at the heart of SHARE!'s work. Please read the [mission](#) for more information.

SHARE! is hiring for multiple positions at SHARE! Culver City, SHARE! Downtown, the SHARE! Recovery Retreat and SHARE! Collaborative Housing. The job descriptions at shareselfhelp.org describe some of the opportunities throughout. People at SHARE! are recovering from all kinds of difficulties including mental health issues; depression; divorce; health issues; bereavement; drug addiction; gambling; childhood trauma; alcoholism; sex addiction; codependency; anger, and many more.

Compensation: Commensurate with experience, plus generous health and dental benefits package, a Costco membership and a retirement savings plan. SHARE! has opportunities for mentorship and growth within the organization. It is a deeply rewarding and meaningful place to work.

SHARE! is an equal-opportunity employer. We value people who have turned their lives around after difficult circumstances including felony convictions, mental health challenges and other problems. SHARE! protects employee information. It is not shared or transferred to any other parties, including those outside the U.S. or its territories.

SHARE! VOUNTEER-TO-JOB PROGRAM

SHARE! Volunteer-to-Job Program gives anyone a meaningful job at SHARE!—no matter how limited their skills or debilitating their symptoms. SHARE! trains and encourages our Volunteer-to-Jobs participants until they develop the skills and confidence to obtain competitive jobs either at SHARE! or in the community. SHARE! volunteers often receive recommendations and references which are key to landing paid positions elsewhere.

For more information or to schedule an interview for the Volunteer-to-Jobs Program, call toll-free at 1-877-SHARE-49 or (310) 846-5270.

For more information about SHARE!, please see www.shareselfhelp.org



SHARE! Culver City



SHARE! Collaborative Housing



SHARE! Downtown



SHARE! Recovery Retreat