

## **SHARE! JOB ANNOUNCEMENT! NOW HIRING!**

# **Peer Administrative Assistant**



This Peer Administrative Assistant position supports essential Administrative duties in support of SHARE!'s program initiatives

### **Responsibilities:**

- Perform general clerical functions
- Support management and others in their functions

### **Qualifications:**

- At least one year of personal experience in self-help support groups, such as 12-Step groups, Recovery International, DBSA, etc. We also require at least one year of sobriety and/or abstinence, if applicable. 2-5 years' preferred,
- Commitment to recovery
- Organization skills with ability to file accurately, high level attention to detail, ability to concentrate and get assignments done
- Strong typing and/or transcribing/administrative skills; speed and accuracy with software including MS Windows, Office, Word, Excel, Publisher, etc.
- High School Diploma, GED or equivalent; Bachelor's degree a plus
- Previous work experience of at least two years
- Excellent verbal and written communication skills.
- Self-starter, able to take a project and run with it
- Bilingual any language a plus, especially Spanish
- Ability to maintain confidentiality
- Honesty, Willingness, Open-mindedness, Desire to grow

### **TO APPLY:**

Please email [jobs@shareselfhelp.org](mailto:jobs@shareselfhelp.org) with an updated resume AND a cover letter detailing your personal experience attending self-help support groups (minimum of one year is required) Also tell us why you want to work at SHARE!.

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! will not use any information submitted with your application for any other purpose than employment 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.

# Jobs at SHARE!! Work in Recovery!



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 [www.shareselfhelp.org/programs/share-jobs/](http://www.shareselfhelp.org/programs/share-jobs/) describe some of the opportunities throughout

People at SHARE! are recovering from all kinds of difficulties including mental health issues; depression; divorce; health issues; be-reavement; 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 403(b) retirement savings plan. SHARE! has opportunities for mentorship and growth within the organization. It is a deeply rewarding and meaningful place to work.

## SHARE!'S VOLUNTEER-TO-JOB (V2J) PROGRAM

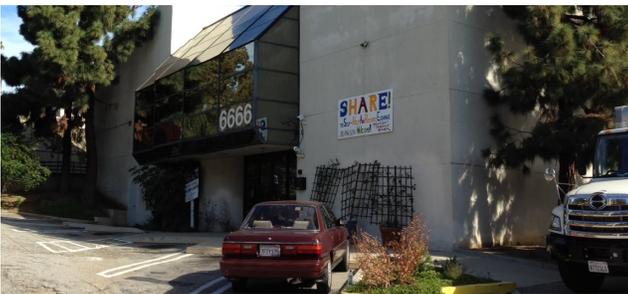
**SHARE! Volunteer-to-Job Program** gives anyone a meaningful job experience—no matter how limited their skills or debilitating their symptoms. SHARE! trains and encourages our Volunteer-to-Jobs participants until they develop the skills and confidence to obtain competitive jobs either at SHARE! or in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

## SHARE!'S FREE PEER SPECIALIST CERTIFICATION TRAINING

**SHARE! FREE Peer Specialist Certification Training** offers a six-month immersion into Self-Help Support groups, SHARE!'s Peer Toolkit and Peer Bridging curriculum. Help others in their recovery journeys. Previous training not required. Personalized approach, mentoring & job support, self-care and DMH documentation Learn the evidence-based best practices for Peer Services.

**For more information about SHARE! please visit [shareselfhelp.org](http://shareselfhelp.org) or call (310) 305-8878.**

SHARE! 6666 Green Valley Circle, Culver City, CA, 90230 / Downtown LA 90013 / Monterey Park, CA 91754



SHARE! Culver City



SHARE! Collaborative Housing



SHARE! Downtown



SHARE! Recovery Retreat