

**The New England Association of Recovery Court Professionals (NEARCP) is seeking an administrative/program assistant.**

About the NEARDCP: ([www.NEARCP.org](http://www.NEARCP.org))

The NEARCP is a small nonprofit consortium of drug court professionals providing training and technical assistance to promote advances in evidence-based treatment courts in the New England states. A key component is the association's annual conference, at which in-person and virtual training/technical assistance is provided on emerging issues related to recovery courts, research, best practices, and policies. The NEARCP is flexible and nimble, tapping the collective expertise and the multidisciplinary experience of leaders in drug treatment and recovery across all six New England states.

The NEARCP leadership includes judges, past and current consultants to the U.S. Bureau of Justice Assistance, law enforcement officials, probation officers, behavioral health experts, and addiction specialists – truly a multidisciplinary team. The association is led by Roberta Leis, executive director, and the Hon. Robert Ziemian (retired), president.

**Goals of the NEARCP**

- To provide high-quality training, technical assistance, information-sharing mechanisms, and other support to the recovery/drug treatment courts in the six New England states, tailored to the needs and issues they are addressing.
- To promote coordination and sharing of information and resources in the development of policies and practices relating to the drug court programs in New England.
- To provide a central repository of resources relating to the development, operation, and administration of recovery/drug treatment courts in New England that highlights regional and state-specific issues.
- To develop a range of collaborative relationships, at multiple levels, with federal, state, and local governmental and nongovernmental organizations to promote potential partnerships to enhance NEARCP's training, technical assistance, and outreach.

**Job description:**

The NEARCP will work with the successful candidate to orient that person to recovery/drug courts in New England. The program assistant for the association will:

- A. Directly assist the organization's executive director and president by working with them on supporting the board and committees on a variety of projects and priorities. This assistance will include scheduling, coordinating meetings

(including committee meetings), and drafting summaries, research, reports, and promotional material.

- B. Assist with maintenance and updating of records and of the website, providing content updates and new content, working alongside the Website Development/Communications Committee.
- C. Support the executive director with daily administrative tasks.
- D. Support the development and organization of the various conferences and webinars.

Qualifications, education, and skills:

- The ideal candidate will have a B.A. or B.S. degree.
- An ability to work part-time 10-20 hours per week, primarily remotely/virtually and collaborate regularly with the executive director.
- A knowledge of substance use disorders and recovery is not required; however, the candidate should be interested in working with people in recovery and in behavioral health issues related to substance use disorders and criminal justice.
- The candidate should be a motivated, detailed-oriented individual, who is comfortable working cross-functionally and with volunteers.
- Should have technological competence and skills over multiple platforms and office tools, converting conventional materials into virtual content. Knowledge of web tools and Word Press is a plus.
- Should have excellent writing and research skills.

We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status or disability.

Salary: \$20-\$25 per hour for approximately 20 hours per week and competitive depending on experience. This is a contract position.

Please submit a cover letter and resume to Roberta Leis, Executive Director [NEARCPemail@gmail.com](mailto:NEARCPemail@gmail.com) by April 15, 2021