

Liberty Place Recovery Center for Women – Program Administrator

Full-Time/Exempt Position Available 37.5 hours per week

Bachelors/Masters degree in a related field required and a minimum of five years experience in high level management and administrative responsibilities. The Program Administrator will be responsible for the day-to-day management and oversight of the Recovery Kentucky center, leadership and supervision of staff, fundraising development, and ensuring compliance with applicable laws, statutes, grants and other requirements. Must have a minimum of two years supervisory experience and have an understanding of addictions and recovery.

Pay contingent on education and relevant experience. In addition to offering a comprehensive benefit package, the agency participates in the County Employees Retirement System (CERS) which is operated by the Kentucky Retirement System.

Agency policy regarding drug screens and criminal background checks applies to this position. To apply, send a cover letter, resume and salary expectations to Kentucky River Foothills Development Council, Inc. via email to careeropps@foothillscap.org.

Position will remain open until filled. EOE