



WESTCHESTER JEWISH COMMUNITY SERVICES, INC.

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### **Program Specialist**

WJCS is currently searching for part-time, 20 hours per week Program Specialist for our community-based afterschool and youth development program for girls in Yonkers, NY. The Program Specialist must be available weekday afternoons to work the minimum hours from 2:00 – 6pm, with flexibility to work alternate hours as afterschool needs require. Under the general supervision of the Program Director, the Program Specialist will provide program services to young women from the community who participate in the program. Other responsibilities include planning and implementing curriculum based workshops intended to increase positive self-esteem and self-worth for girls in grades 4 through 8; conducting outreach to parents, families and community organizations regarding program services; and ensuring a continuum of services and youth development programming for after school youth.

The ideal candidate must have experience facilitating and developing programs for youth; able to build supportive and professional relationships with youth, young adults and staff; and able to take initiative and work collaboratively. A minimum of a Bachelor's degree is preferred and must be able and willing to commit to entire program and program philosophy. Computer literacy is preferred. Bilingual, English/Spanish a plus.

At WJCS we value our employees, their contributions, and their growth. We demonstrate this commitment with much more than highly competitive benefits and compensation - we show it everyday in the way we work together, embracing leadership behaviors that are recognized and rewarded throughout our system. We value you, your growth and your contributions.

If you would like to be considered for the position please send your resume with cover letter to Human Resources via email, [mriviera@wjcs.com](mailto:mriviera@wjcs.com).

Our address is 845 N. Broadway, White Plains, NY 10603 and our fax number is 914-421-9066.

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