



### **Program Coordinator**

Westchester Jewish Community Services (WJCS) is a large, not for profit, organization with headquarters in White Plains, NY. WJCS' VIP, is currently searching for a part-time, 18 hours per week, Coordinator. Under the general supervision of the Director Community Engagement and with supplemental supervision from the Director of Mental Health Recovery Services, the Program Coordinator of the VIP program has overall responsibility for leadership and management of this program whose aim is to provide volunteer internship experience, as a step towards returning to work, for persons with mental health challenges. Other responsibilities include recruiting, intake, assessment, orientation, placement, and monitoring of VIP volunteers; identifying and developing new internship sites; developing and leading monthly support group; and acting as a resource and moderator for host site and VIP members when issues arise.

The ideal candidate must possess a college degree in human service field and two years of experience in a mental health field. Must have experience working with persons with mental illness; self-motivated; and familiar with agencies and community groups serving people with mental illnesses. Computer literate in Excel.

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 every day 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, [Cknowles@wjcs.com](mailto:Cknowles@wjcs.com).

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

Visit our home on the web at [www.wjcs.com](http://www.wjcs.com). WJCS is an equal opportunity employer.