

Assistant Center Coordinator for Drop-In Center

Job Duties Summary: Under the general supervision of the Center Coordinator, the Assistant Center Coordinator oversees the daily running of the Drop-In Center. This includes the opening and closing of the center, preparation of monthly reports, scheduling, maintenance of internal communication, active and direct assistance with all center activities including driving vans, making coffee, helping in the kitchen as needed. The Assistant Center Coordinator provides support and direction in both administrative and programmatic affairs and assumes the lead position in the absence of the Center Coordinator. The Assistant Center Coordinator promotes a safe and supportive environment to facilitate peer interaction. The Assistant Center Coordinator will assist with the daily running of the center. This includes on-floor support in the absences of staff. This position also serves as a center advocate. This position requires a thorough knowledge of the agency, excellent organizational skills, excellent communication skills, experience with Microsoft Office Suite, and the ability to make sound decisions with guidance from the Center Coordinator.

Work Schedule: Monday through Friday 9:00 a.m. to 5:00 p.m.

Education/Experience Required: bachelor's degree and one-year experience preferred **or** any equivalent combination of training and experience that uniquely qualifies an individual for this position. Supervisory experience preferred. Individual characteristics required for this position include a sound belief in peer support and mental health recovery and creative problem solving, leadership, teamwork, decision-making skills and excellent communication skills. Must have a valid PA driver's license. **Prefer a prior or current consumer of mental health services.**