



# Northeast Community Center for Behavioral Health

Roosevelt Boulevard & Adams Avenue • Philadelphia, Pennsylvania 19124 • (215) 831-2800 • [www.neccbh.org](http://www.neccbh.org)

**8/22/2024**

## **POSITION AVAILABLE**

### **Program Coordinator (Senior Center):**

Full-time Program Coordinator position available for a Community Senior Center agency in Northeast Philadelphia. Responsible for all program activities, including program planning, development, coordination, and implementation. Recruiting, training, scheduling and supervising volunteers. Record keeping, weekly reports and volunteer recognition activities. Planning and implementing special holiday/theme programs and activities. Working closely with participant committees and providing guidance for participant development in program.

### **Requirements:**

BS or BA in social work or related field plus one-year experience in Senior Citizen program preferred.

**Benefits:** Salary \$21.59 an hour with an excellent benefit package which includes health insurance, employer paid life & disability insurance, vested pension in three years (no employee contribution required), paid sick, personal, and holiday leave, and 4 weeks paid vacation time are offered in the first year of employment.

**Email résumé:** [james.crawford@neccbh.org](mailto:james.crawford@neccbh.org)

The Northeast Community Center for Behavioral Health is an Equal Opportunity Employer (EEO) and welcomes all to apply.

### **FOR FURTHER INFORMATION CONTACT:**

James Crawford, Center Director @ (215) 831-2932