

**PART TIME POSITION AVAILABLE (Approx. 17.5 HRS PER WEEK)**  
**Coordinator for Office of Consumer Affairs**  
**NYC Department of Health and Mental Hygiene, Division of Mental Hygiene**

The New York City Department of Health and Mental Hygiene, Division of Mental Hygiene seeks a p/t Coordinator for its Office of Consumer Affairs. The Office of Consumer Affairs (OCA) provides the consumer/peer perspective to inform the Division's work in mental health, substance use and developmental disabilities. OCA promotes policies related to these issues, both within the Division and with external constituents, and engages and disseminates information to the consumer community. Community integration, wellness, and cultural competency are the guiding principles of OCA's work.

**Duties & Responsibilities:**

The Coordinator for the Office of Consumer Affairs, reports directly to the Director of the Office of Consumer Affairs. The Coordinator will have the primary responsibility of administrative functions of the office, including but not limited to the following skills and activities:

- Oversight of office administration and processing of required monthly documents.
- Respond to inquiries for information and identification of appropriate community resources.
- Coordinate and facilitate peer leadership development opportunities for NYC consumers and families, including community events, in partnership with other community groups and government partners.
- Strong written and verbal communication skills.
- Ability to multi-task while maintaining strong attention to detail.
- Proficiency with Windows-based computer applications including Microsoft Office.
- Speaking on behalf of the office at conferences and other public events.

**Salary range:** \$15 - \$18.00 per hour

**Qualifications:**

The successful candidate will have a lived experience as a consumer of mental health services and will possess, at a minimum, an associate's degree or equivalent experience in the mental health/ substance misuse or social service fields. This candidate will also have strong interpersonal and communication skills, both oral and written. This candidate will also be comfortable speaking in public about their own recovery journey

*The Coordinator is an employee of Vibrant Emotional Health -Mental Health Association of New York City, Inc. The Department of Health and Mental Hygiene and the Mental Health Association of NYC, Inc. are equal opportunity employers.*

**To Apply:**

Please submit your resume and cover letter at <https://www.vibrant.org/get-involved/work-for-us/>

(See working link below)

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