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NYAPRS Seeks Employment Specialist; Administrative Coordinator;

1 message

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To: "academy.virtual.community" <academy.virtual.community@gmail.com>

From: Harvey Rosenthal <harveyr@nyaprs.org>**Date:** August 11, 2022 at 11:01:42 AM EDT**To:** nyaprs@kilakwa.net**Subject:** [NYAPRS Enews] NYAPRS Seeks Employment Specialist; Administrative Coordinator;**Reply-To:** "HarveyR@nyaprs.org" <HarveyR@nyaprs.org>**NYAPRS Seeks Administrative Coordinator; Employment Specialist**

New York Association of Rehabilitative Services (NYAPRS), a state and national leader in mental health advocacy, training and technical assistance and peer service innovations in support of people with mental health, addiction and trauma-related challenges is seeking to hire:

- an Administrative Coordinator to ensure that all agency communications, scheduling, event, board and staff support, and member services are delivered in an exemplary and timely manner and
- an Employment Specialist to develop and provide training and technical assistance to programs and agencies statewide to promote the importance of employment and economic self-sufficiency in recovery-based service provision

Statewide Employment Specialist

Position Summary: The Statewide Employment Specialist develops and provides training and technical assistance to programs and agencies statewide to promote the importance of employment and economic self-sufficiency in recovery-based service provision.

Major Responsibilities/Activities:

- Provides leadership for the development and implementation of an array of multi-media employment trainings and technical assistance materials across New York State, including employment related-deliverables through face-to-face trainings and presentations, web-based seminars, and teleconferences.
- Deliver trainings at host agencies on topics outside of employment, including, but not limited to, trauma-informed care, organizational culture change, cultural competence, Psychiatric Advanced Directives, Supervision and direct staff practices.

- Engages and keeps Agencies in training including telephone calls, e-mails, development of work plans, follow-up with work plans, marketing of services
- Provides technical expertise for developing employment and/or vocational curriculum for organizations and states.
- Represents the Collective and NYAPRS in national, statewide, and regional meetings
- Attends conferences, webinars, and workshops to stay current on training techniques and trends in the field
- Enters data and maintains statistics; and
- Performs other duties as required or assigned.

Requirements:

- High School Diploma or GED, Bachelors preferred
- At least five years experience in implementing mental health or employment-related trainings
- Demonstrated experience in developing and implementing trainings in mental health or employment-related topics; experience in presenting at professional or academic conferences
- Experience in successfully obtaining or negotiating grants, sub-contracts or awards for funding in health, mental health or employment-related topics;
- Demonstrated experience in successful project management;
- Ability to travel extensively throughout New York State and out-of-State;
- Excellent organizational and time management skills; and
- Lived experience with the mental health system preferred.

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Administrative Coordinator

The Administrative Coordinator will participate in the development and be responsible for the implementation of identified agency priorities in a timely manner. They will be proficient in the use of new technology, virtual meeting platforms and scheduling systems.

Based in Albany, the Administrative Coordinator duties will include:

- Agency scheduling and workflow and management team support
- Coordinating all logistics and details for agency meetings and ensuring appropriate follow-up.
- Drafting, editing and delivery of agency communications and reports across all formats
- Oversight of the agency’s website
- Ensuring prompt response to calls and correspondence and the timely exchange of information with staff, board members, and external partners.
- Coordination of travel and meeting related arrangements
- Providing support to the board and several board committees, including scheduling and supporting meetings, compiling and distribute of

materials and meeting minutes

- Maintenance of agency records and supplies
- Strengthening and broadening the NYAPRS brand identity
- Attracting and retaining members and key strategic partners
- Collecting, inputting, and maintain comprehensive and accurate data into our CRM data base system.
- Directing services of outside vendors and volunteers

Requirements:

- Proven ability in working with Gmail, Google Docs, Zoom, social media, Email Calendar Management, EveryAction and Canva
- Facility with the following programs: Asana, (or alternative), Whova, Mailchimp, and Constant Contact
- Ability to learn WordPress a plus
- Ability to multi-task and manage time effectively
- Excellent oral and written communication skills
- Experience in Event Planning a plus
- 3-5 years of demonstrated success in communications/marketing.
- Lived experience with the public mental health system preferred

To apply for either position, please submit a **required cover letter**, salary requirements, and resume to HR@NYAPRS.org or by regular mail to NYAPRS, [194 Washington Avenue, #400, Albany, NY 12210](#) ATTN: HR Manager. See more about NYAPRS at www.nyaprs.org

NYAPRS is an equal opportunity employer.