



Title: Program Associate / Ambassador, Recovery Friendly Workplaces

Location: Somerset County, New Jersey

Position Type: 20 hours p/week

Compensation: \$24 - \$27 p/hour

Position Summary

The Program Associate Support Staff Member will play a vital role in supporting the Recovery Friendly Workplace (RFW) program. Key responsibilities include measuring program effectiveness, delivering training to employers and stakeholders, and serving as a liaison for businesses participating in the RFW process. The Program Associate will ensure program compliance, maintain detailed documentation, and incorporate best recovery practices into program delivery.

This part-time position is ideal for an individual with lived experience, and professional expertise that include human resources, business development, and data management.

Key Responsibilities

- Provide support in implementing and sustaining RFW initiatives, ensuring alignment with the contract and best practices
- Conduct data collection and analysis to measure program effectiveness and report outcomes.
- Coordinate and facilitate tailored training sessions for employers, community organizations, and stakeholders.
- Act as a liaison between employers and the organization to foster recovery-friendly workplace practices.
- Travel to various sites across Somerset County to engage with employers and conduct on-site support activities.
- Maintain accurate documentation of all activities and ensure compliance with program requirements.
- Stay up to date with RFW training materials and integrate current best practices into program delivery.

Qualifications

Required:

- Proficiency with MS Office Suite (Outlook, Word, Excel,)
- Two or more years of career or volunteer experience.
- Valid driver's license and ability to travel throughout Somerset County.

Preferred:

- Post-secondary education in a related field (e.g., social work, public health, or human resources).
 - Lived experience with Peer credentials such as CPRS, CPS, or CRSP, preferably certified or pursuing certification.
 - Experience or knowledge of Demonstrate human resources experience.
 - Strong data collection and reporting skills.
 - Public speaking, presentation and training abilities.
 - Bilingual in English and another language.
-

CiC is an equal opportunity employer and encourages applications from individuals with lived experience or a strong connection to the recovery community. At CiC, we cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team - one that makes better decisions, drives innovation, and delivers better business results.

How to Apply:

Submit your resume and cover letter to kmusgrove@communityincrisis.org. Applications are reviewed on a rolling basis.

Join us in building a healthier Somerset County—apply today!