



Job Description: Program Associate / Ambassador

Program: Recovery Friendly Workplace (RFW) – Somerset County

Location: Somerset County, New Jersey

Position Type: Part-Time, 20 hours p/week

Salary: \$25-\$27 p/hour, commensurate with experience

Position Summary

The Program Associate Support Staff Member will play a vital role in supporting the Recovery Friendly Workplace (RFW) program.

Key Responsibilities

The Program Associate is a part-time opportunity, ideal for an individual with lived experience, and career experience such as business development, human resources, or program management.

The Program Associate will:

- Act as a liaison between employers and the organization to foster RFW practices.
- 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.
- Conduct on-site program activities as required.
- 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,)
- Lived experience with Peer credentials such as CPRS, CPS, or CRSP, preferably certified or pursuing certification.
- Three or more years of career business experience.
- Valid driver's license and ability to travel throughout Somerset County.

Preferred:

- Experience in business development, human resources, self-employment, or program management.
- Post-secondary education in a related field (e.g., social work, public health, or human resources).
- Strong data collection and reporting skills.
- Public speaking, presentation and training abilities.
- Bilingual in English and another language.

To apply, please send your resume and cover letter to:

David Martinak / Email: dmartinak@communityincrisis.org

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.