

## **Program Manager-Troy, NY**

The Mental Health Empowerment Project, Inc. (MHEP) is a not-for-profit agency organized in 1988 to develop and strengthen self-help and mutual support activities throughout the United States. MHEP is generally focused on offering skill building activities and education related to self-help, mutual support and recovery; organizing people to create desired change in their own lives and in their communities; creating and delivering workshops and skill building seminars that help individuals find and connect with their personal power and the power of self-help.

### **Duties:**

The program manager is responsible for the overall implementation, management, supervision and evaluation of the assigned agency's programs in accordance with the standards and expectations set by MHEP. As a member of the management team, the program manager participates in strategic planning and budgeting initiatives in addition to problem solving. He/she works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

### **Qualifications**

The ideal candidate for this position will have direct, personal experience using mental health services and modeling principles of recovery and wellness, including experience related to the principles of community organizing, Intentional Peer Support, Strength-based Supervision and Trauma-Informed Practices.

Additional requirements of this position include computer literacy, excellent written and oral communication skills, experience coordinating multiple projects simultaneously and organizing workload to manage multiple deadlines.

A clean, valid NYS drivers' license, a personal vehicle and absence of felony convictions are also required.

### **Equal Employment Opportunity Commitment**

MHEP is an affirmative action, equal opportunity employer. The agency is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multicultural environment and strongly encourages applications from women, minorities, individuals with disabilities and protected veterans.

### **To Apply**

To express interest in this position, please email, fax or send resume, cover letter and salary requirements to:

Erica MacLeod, Administrative Assistant  
Mental Health Empowerment Project, Inc.  
3 Atrium Drive, Suite 205  
Albany, New York 12205  
Fax #: 518-434-3823

**\*\*\*Resumes received without a cover letter will not be reviewed\*\*\***

**Resumes must be received by February 16, 2018.**