



WASHINGTON STATE  
COMMUNITY CONNECTORS  
Connecting Families, Resources & Ideas

## Job Description

<b>Title:</b>	<b>Operations Coordinator</b>
<b>Part/Full Time:</b>	¾ time, remote
<b>Salary/Hourly:</b>	Salary
<b>Reports To:</b>	Executive Director
<b>Pay Scale:</b>	\$51,000- \$58,000

### General Summary

Washington State Community Connectors is a family run organization serving families using behavioral health services. We provide community, training, and leadership development. This position will be responsible for coordinating activities across our different programs including managing our volunteers. We currently hold multiple contracts with our state to provide family trainings including the SUD Family Navigator Training and the certified Peer Counselor training.

### Primary Responsibilities

- Coordinate and schedule events and trainings including setting up registration, organizing reports and sending out invites.
- Present our WSCC Parent training series.
- Filling in as a backup trainer as needed for SUD Family Navigator and other trainings as needed.
- Coordinate our workgroups and committees program including tracking volunteers and overseeing all required documentation.
- Assist in other duties as requested related to project deliverables

### Required Qualifications

- High School Diploma or GED
- Must identify as a parent or caregiver of a youth or young adult who has accessed behavioral health services in the last 10 years and has experienced supporting them to navigate those services.
- Must have experience working or volunteering as a family or parent partner.
- Must have great organizational, documenting, communication, and program development skills.
- Ability to be an active listener by asking questions and reflecting on what is being said.
- Proficient level of ability with computer software: Microsoft Office Products, Zoom and Gsuite
- Ability to work both independently and under supervision.
- Ability to maintain healthy boundaries with peers.
- Ability to manage time effectively.

### Preferred Qualifications

- Established relationships with local community-based organizations.
- Previous experience working as a Certified Peer Counselor (CPC)

### Benefits

- We offer generous PTO
- 10 paid Holidays per year
- Flexible, remote work schedule
- Health insurance not available at this time, but we do offer a monthly reimbursement towards your policy premium.



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\*Candidates who identify with one or more of the following are **STRONGLY** encouraged to apply:

- Lived experience with addiction and/or mental illness and in recovery for at least 1 year
- BIPOC identified individuals
- LGBTQIA+ identified individuals
- Veterans

### **Who We Are**

WSCC is a 501©3 nonprofit made up of a diverse and inclusive community of Washington state parents, caregivers, and behavioral health professionals. While we come from all walks of life, we have something in common—a passion for advocacy and support of other caregivers to children with behavioral health challenges. We are committed to providing training, connection, and collaboration to Washington state families who are seeking family support as well as services and help for their children.

### **Additional Responsibilities**

This document is not intended to be an exhaustive list of responsibilities. In addition to the responsibilities listed above; the trainer will be responsible for any additional tasks that are assigned by the Executive Director that relate to this project.

Please Send a resume and letter of interest to [JaniceSchutz@wsccsupport.org](mailto:JaniceSchutz@wsccsupport.org) by October 21, 2022