**Title:** Program Coordinator (Pro Bono Counseling)

**Classification:** FT, salaried, exempt

**Summary:**

* Performs all functions of developing, coordinating, and administering the Pro Bono Counseling Program, utilizing trained volunteers and student interns to provide counseling services in the community. Serves as the lead for Bachelor and Master Level student internships by offering clinical supervision.
* Using trained volunteers (counselors and social workers) and student interns, the program provides free counseling to those who may be uninsured or underinsured and in need of acute care. The Program Coordinator matches appropriate clients with therapists, provides supervision as needed, monitors cases, and works with other staff to promote and grow the program.

* Provides counseling to Pro Bono Counseling participants providing individual, couples and family therapy.

**Required Experience/Qualifications/Skills/Knowledge Required:**

* Master’s Degree in counseling or social work, PCC-S or LISW-S/LCSW
* Strong planning, organization, project management, and time management skills
* Proficiency in Microsoft Office products
* Strong interpersonal, oral and written communication skills
* Ability to interact well with volunteers, clients, community members, and program funders
* Strong problem-solving and troubleshooting capabilities
* Promote the agency and programs in a professional manner at all times
* Substance use free; reliable transportation

**Salary Range:** $43,000-$55,000

**Hours:** 40 per week on average