

# Service Opportunity Data Sheet

## Mennonite Voluntary Service



Jubilee North – Rochester NY

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**Position Title:** Program Assistant (half-time)

**Organization/Agency Name:** Spiritus Christi Mental Health Center

121 N. Fitzhugh Street  
Rochester, NY 14614

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### The Agency

Founded in 2000, the Mental Health Center's staff of volunteer nurses, peer counselors, physicians, social workers, therapists, and advocates offers mental health care free of charge to uninsured and underinsured children and adults in the Greater Rochester Area. Services provided include individual, group, and family/couples therapy, psychiatric consultations, and advocacy.

In our peer support program, The Living Room, trained peer volunteers facilitate a weekly meeting in which men and women with real life problems can share their struggles, offer encouragement, and exchange coping strategies. Problems range from parenting dilemmas to pain from past abuse, to living with a diagnosable mental illness. In the Living Room, relationships are built on mutuality, shared power, and respect.

The mental health center also operates New Unto Others, a volunteer-run home furnishings consignment shop whose profits benefit the work of the center. The shop is located one block from the mental health center in downtown Rochester.

Website: [http://www.outreaches.spirituschristi.org/Spiritus\\_Outreaches/Mental\\_Health\\_Center.html](http://www.outreaches.spirituschristi.org/Spiritus_Outreaches/Mental_Health_Center.html)

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### The Job

- Assist in evaluation of The Living Room peer support program, including weekly attendance as participant-observer at Living Room sessions and attendance at supervision meetings (approximately 5.5 hrs/week)
- Assist co-managers of consignment shop as a shopkeeper (approx. 9 hours/week of retail work).
- Assist with marketing of consignment shop
- Coordinate consignment shop's online sales (via Craig's List and online store)
- Assist with annual fund raisers, including a walk, a concert, and a silent auction; could include design of promotional materials, event planning, and implementation
- Coordinate annual Volunteer Appreciation Dinner for approximately 40 people
- Assist staff with grant writing to support mental health center programs
- Assist with bi-annual newsletter which may include layout and/or writing and editing of articles
- Track hours and activities and submit monthly report to Director
- Other duties as assigned
- Half-time appointment: 20-25 hours per week

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## The Qualifications

- BA with major or minor in Psychology, Sociology, or Social Work preferred
- Comfortable with people from diverse backgrounds, especially those with mental health issues
- Strong interpersonal skills
- Excellent written and verbal communication skills
- Ability to work respectfully and nonjudgmentally with varied populations
- Ability to work well on own as well as with others
- Strong computer skills, and comfort with learning new programs, specifically Craig's List and online store software (Drupal). Proficiency in Publisher a plus
- Highly organized
- Ability to see the big picture and also attend to details
- Flexibility/adaptability to changing circumstances
- Sales/marketing experience a plus
- Photography experience a plus (to take photos of items being sold online)
- Driver's license an asset but not required

For more details on the Rochester MVS unit, contact Roger Kurtz at 585-831-6724.

To apply for this or other MVS positions, go to <http://service.mennonitemission.net> and choose "Mennonite Voluntary Service."