



# CommunityActionMarin

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## Mental Health Program

- Job Title:** ERC Manager
- Reports To:** Mental Health Program Director
- Job Status:** Salaried / Exempt
- Job Summary:** Responsible for all operations at the Enterprise Resource Center.

### Primary Responsibilities

- Supervise ERC staff, volunteers, activities and programs.
- Provide clients with information about community services and resources.
- Interact with new and returning clients, provide direction and assistance.
- Attend all meetings as directed by the Program Director.
- Adhere to all ERC policies, paying particular attention to client confidentiality.
- Oversee budget and expenditures including purchasing, volunteer stipends, petty cash and reimbursements.
- Act as primary liaison with building management on facilities and security issues.
- Other duties as assigned

### Qualifications

- Completion of a certificated Basic Peer Counseling Course
- Minimum of six (6) months volunteering as a Peer Counselor
- Must be a current or former recipient of mental health services
- Experience supervising others
- Ability to read and comprehend budgets and financial statements in order to participate in program budget planning and budget management.
- Computer skills including Microsoft Office (Word, Excel, Outlook, etc.)
- Strong verbal and written communication skills.
- Ability to interact positively with a diverse group of people.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
- Must be punctual and reliable.
- Bilingual (English / Spanish) preferred.

### Physical Requirements

- Lifting, raising or lowering an object from one level to another (including upward pulling) 10-25 lbs.
- Ability to sit, walk, squat, bend, twist and stand intermittently
- Manual dexterity required for computer work
- Ability to reach overhead, grasp, stoop; push and pull objects such as files and file cabinet drawers