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## **Employee Assistance Program (EAP) Coordinator (Syracuse)**

Reports to: Director of Clinical/EAP Services

Employment Status: Part-time or full time available

Flexible scheduling!

Requires travel in the Syracuse area with Gas/mileage reimbursement!

Positive work place environment with excellent support!

### **Qualifications:**

- 1) *Required:* A bachelor's degree in human services, communications, social services or similar fields.  
*Preferred:* A bachelor's degree with 2 or more years of experience in the human services/human resources field and public speaking experience.
- 2) *Required:* customer service experience.
- 3) Experience in Excel, Microsoft Word, and PowerPoint programs.
- 4) Excellent organization and communication skills.
- 5) Current and valid NYS driver's license.

### **Job Responsibilities:**

- 1) Coordinates Syracuse's EAP program with the assistance of the Director of EAP services
- 2) Provide excellent customer service.
- 3) Provide live and virtual trainings.
- 4) Maintain, revise, and create training curricula as necessary, including live trainings and Webinars.
- 5) Maintain, revise, and develop CFLR's EAP web page (employee resources, newsletter) and assist EAP companies with access to CFLR's EAP web page.
- 6) Develop and disperse the EAP's promotional materials (brochures, posters, and pamphlets).
- 7) Maintain and disperse EAP quarterly reports.
- 8) Assist Clinical and EAP Director with marketing and EAP contract development.
- 9) Perform other duties as requested by supervisor.
- 10) Maintain and promotes positive work environment.

*Employee's signature*

*Date*

