



**WEBSITE**

*voiceandvisioninc.org*



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# WE ARE HIRING!

## COLLEGE PLUS/TAP COORDINATOR

We are seeking a motivated and highly personable individual who will oversee all operations, including the peer support component, of the College Plus and Tuition Assistance Programs (TAP).

### QUALIFICATIONS INCLUDE:

- Strong leadership skills
  - Self-starter and ability to work independently
  - Proven ability to organize and manage multiple tasks
  - Personal experience with mental health and/or drug and alcohol challenges
  - Good communication skills
  - Attended college or currently attending college
  - Cultural proficiency and sensitivity to the unique strengths and values held by each student
  - Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
  - Supervisory experience preferred
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- Position is part-time (up to 20 hours per week). Ability to travel in Bucks County is expected. Travel mileage is reimbursed.

For more information or to request an application,  
please contact Sheri at 1-800-734-5665 or [sheri@voiceandvisioninc.org](mailto:sheri@voiceandvisioninc.org)  
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