

Program Assistant

Written by GBP Staff
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Employment Opening at Northwest Counseling and Guidance Day Treatment Program. We are a mental health treatment program in GREEN BAY working with youth that struggle with mental health and behavioral health issues.

Part-time 25-30 hours average/week.

We are looking for an energetic, friendly, organized professional that possess the ability to multi-task in a busy office environment. Proficient in reception duties, including use of several computer software programs (word, excel) is a must.

Please email resume to Jennifer Sovey-Fahey at Jennifers@nwcgc.com