

THE  
**MOTHERHOOD**  
CENTER *of New York*

**Job Title:** Day Program Co-Facilitator  
**Reports To:** Associate Director of Operations

**NOTE:** *This role is in person*

**The Motherhood Center (TMC)** is a perinatal mood and anxiety disorders center committed to providing support for new and expectant mothers and families. TMC offers the nation's only non-hospital affiliated perinatal partial hospitalization program. In addition, the Center offers outpatient therapy, support groups and education for both patients and providers. The Motherhood Center was co-founded by Catherine Birndorf, M.D, a Cornell-trained reproductive psychiatrist with more than 20 years of experience in perinatal mental health.

**Job Summary:**

We are looking for a co-facilitator in our Day Program. This is a paid position for 15-30 hours per week, depending on needs. In this role you will assist our Day Program Coordinator and clinicians with scheduling and communications. You will also assist patients as needed. This is a unique opportunity to get on-the-ground experience for college or graduate students pursuing degrees in psychology or social work with an interest in perinatal mental health.

**Before applying, please confirm you meet the following two requirements:**

- You can commit to a minimum of three consistent days per week with in 10 AM to 3 PM (15 hours weekly).
- Additionally, you can attend a half-hour bi-weekly meeting outside of the hours above.

**Qualifications:**

- High school degree required. Preference will be given to those currently pursuing degrees in the fields of psychology or social work.
- Must be comfortable working in a clinical setting, though this role is administrative.
- Strong customer service skills required.
- Must be comfortable working in a virtual environment and communicating with colleagues via Zoom and chat.
- Strong organizational and computer skills required: You will be working across multiple tools, including our EMR, Teams and Outlook.
- Must be comfortable working in a start-up environment, where job responsibilities may shift and flexibility is required.

*The Motherhood Center is an equal opportunity employer and is committed to maintaining a diverse and inclusive community amongst its staff, trainees and clients. We seek to increase diversity across race, ethnicity and national origins, gender and gender identity, sexual orientation, disability, and socioeconomic background. We host monthly didactics that are dedicated to educating our entire staff and addressing clinical issues related to diversity and inclusion.*

**If you are interested in applying for this position, please send a resume and cover letter to:**  
[careers@themothoodcenter.com](mailto:careers@themothoodcenter.com)

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