

Project Coordinator – Family & Youth Peer Support Services

Location: Salt Lake City, UT (Statewide Travel Required)

Position Type: Full-Time w/benefits

Pay: \$22.39 / HR

Make a Difference for Families and Youth in Utah!

The Utah Parent Center (UPC) is seeking a passionate Project Coordinator to oversee and coordinate Family and Youth Peer Support Services (FPSS/YPSS) for families and youth (ages 0-22) experiencing mental health challenges, including Severe Emotional Disturbance and Severe Mental Illness.

This role is a great opportunity for someone who is committed to supporting families, training peer support staff, and building strong community networks. The Project Coordinator will ensure services align with the High Fidelity Wraparound (HFW) model while promoting culturally relevant and effective peer support.

Key Responsibilities:

Supervise & Support Staff – Train and mentor FPSS/YPSS team members statewide to ensure high-quality, culturally responsive peer support.

Training & Curriculum Development – Design and deliver training materials for staff and families while evaluating and improving effectiveness.

Data & Reporting – Track key program data and prepare reports for DHHS, documenting challenges, successes, and impact.

Outreach & Advocacy – Build partnerships with community agencies, assist families in accessing services, and help strengthen natural support networks.

What We're Looking For:

Experience – At least **one year** of experience providing peer support or working with families/youth facing mental health challenges or disabilities.

Organizational & Leadership Skills – Strong problem-solving, conflict resolution, and communication abilities.

Tech-Savvy – Comfortable using Google Suite, online databases, and digital resources.

Independent & Team-Oriented – Able to work independently while collaborating with staff, volunteers, and community partners.

Commitment to Families – Passion for helping families navigate services and advocate for their needs.

Flexible & Mobile – Must have reliable transportation for **statewide travel** (urban and rural areas). Some evening and weekend work may be required.

Bonus: If you are a **parent, sibling, or caregiver** of someone with a disability or mental health challenge, we strongly encourage you to apply!

Why Join UPC?

- ☀️ **Impact** – Play a key role in **empowering families and youth** with lived experiences.
 - ☀️ **Community** – Work with a supportive team that values **inclusivity and advocacy**.
 - ☀️ **Growth** – Gain hands-on leadership experience in training, mentoring, and program management.
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How to Apply:

✉️ **Email, Mail, or Drop Off** Your Application

Submit:

- **Letter of interest** detailing your qualifications
- **Current resume** with professional references

📍 **Send to:**

Utah Parent Center

Attention: Esperanza Reyes

5296 S Commerce Dr., Suite 302, Salt Lake City, UT 84107

☎️ (801) 272-1051 | ✉️ recruiting@utahparentcenter.org

✓ **Qualified candidates will complete an application and reference checks. A background check is required for all new hires.**

🕒 **Apply Today!** Help us make a lasting impact on Utah's families and youth.