



Associate Program Director, Income Growth Program

The Bridge Fund of Westchester seeks a bright and highly motivated individual to work full-time as an Associate Program Director, Income Growth Program. The candidate hired will provide assistance and services to help our clients improve their employment prospects and incomes.

The Bridge Fund is a nonprofit organization that prevents homelessness and hopelessness among the working poor by providing a combination of services and modest financial assistance to clients in imminent danger of eviction. One of the most serious problems facing our clients is underemployment.

Responsibilities include:

- Recruiting clients for our Income Growth Program
- Conducting educational and vocational assessments
- Providing career advisement, budget counseling, job-search help, and more
- Making expert client referrals to colleges and job training programs
- Assessing clients for our financial assistance, plus outside benefits and services
- Monitoring clients and documenting their progress in achieving their goals
- Writing reports based on program metrics
- Developing and leading engaging workshops covering such topics as career paths, interviewing techniques, and applying to college and school financial aid
- Actively developing a resource base of industry specific job training, job-readiness, and adult education programs
- Networking and cultivating community relationships to strengthen the interests of The Bridge Fund
- Assisting with special projects as needed

Required qualifications:

- 3 years of experience providing direct client services. Workforce development experience preferred.
- Proven ability to develop and maintain strong professional networks that lead to job placements or industry partnerships.
- Strong organizational and critical thinking skills.
- Excellent interpersonal and communication skills (both verbal and writing).
- Ability to manage sensitive information with the highest level of confidentiality.
- A bachelor's degree is required (a master's degree preferred)
- Proficiency in Microsoft Office as well as Zoom Conferencing (or similar)
- Bilingual (English/Spanish) preferred.
- Valid driver's license required.

Salary Range: \$62,000 to \$72,000 annually. The Salary Range is an estimated range, based on factors unique to each candidate, including but not limited to experience, skill set and completed education. Benefits include medical coverage, paid vacation, and holidays, plus tuition assistance. The Bridge Fund is an equal opportunity employer and welcomes candidates from diverse backgrounds.

Our office is located in White Plains and accepts client referrals from numerous agencies and area colleges serving residents of Westchester County.

Email cover letter and resume to: Colleen Doern, Operations Director, by March 27, 2026, at cdoern@thebridgefund.org