

GREEN-WOOD

Contract Opportunity	Pathways at Green-Wood <i>A Bereavement Program for Children, Teens, and Caregivers</i> This is a unique opportunity to help design and launch a first-of-its-kind bereavement program at one of the country's most historic cemeteries.
Position:	Clinical Program Coordinator (Independent Contractor)
Anticipated Start Date:	August 2026 – April 2027 (approximately 9 months)
Department:	Education and Programming
Reports to:	Manager of Public Programs
Location:	In-person; The Green-Wood Cemetery, Brooklyn, NY <i>This position requires flexibility and will include a combination of daytime planning meetings, evening support groups, occasional weekend programming, and participant intake sessions scheduled in coordination with families.</i>
Estimated Time Commitment:	Approximately 85–100 hours over the contract period Plus, separately compensated participant intake sessions. Workload will vary throughout the contract, with the greatest time commitment anticipated during program development, staff training, and cohort launch.
Compensation:	\$15,000 fixed contract fee. Participant intake sessions compensated separately at an agreed-upon hourly rate; Monthly invoicing
Contract Terms:	This is an independent contractor opportunity. Successful candidates will be required to complete a W-9 as part of the onboarding process.

ABOUT GREEN-WOOD

The Green-Wood Cemetery is the permanent residence of more than 580,000 individuals and a beloved public destination, welcoming nearly 500,000 visitors annually. Spanning 478 acres of historic grounds, grand architecture, and world-class statuary, Green-Wood is more than a cemetery—it is a National Historic Landmark, an accredited arboretum, an outdoor museum, and a cultural hub rooted in the heart of Brooklyn.

As a living cemetery, Green-Wood blends preservation, nature, and community engagement with innovation. Our work spans a wide range of programming—from the arts and education to environmental stewardship, workforce development, restoration, and scholarly research. Through it all, we remain deeply committed to honoring our mission and treating every visitor and family with care, dignity, and respect.

ABOUT THE OPPORTUNITY

Pathways at Green-Wood is seeking a licensed clinician to serve as the founding Clinical Program Coordinator for a new bereavement support program serving children, teens, and caregivers who have experienced the death of someone significant.

Supported by the philanthropic investment of the New York Life Foundation, Pathways combines peer support, grief education, and the unique setting of Green-Wood to help families build resilience, connection, and hope.

As the Clinical Program Coordinator, you'll lead the development and implementation of the program—from curriculum design and staff training to participant intake, clinical supervision, and evaluation. You'll work alongside Green-Wood staff and a multidisciplinary team to build a program that will serve as a model for years to come.

WHAT YOU'LL DO

Lead Program Development

As the founding Clinical Program Coordinator, you'll help shape the vision, structure, and clinical framework of Pathways at Green-Wood. You'll work closely with Green-Wood staff to create a program that is developmentally appropriate, trauma-informed, and grounded in best practices for childhood bereavement.

- Develop an eight-session grief support curriculum for children, teens, and caregivers.
- Create facilitator guides, participant materials, and supporting program resources.
- Design participant intake procedures, referral pathways, and safety protocols.
- Ensure all program materials align with Green-Wood's mission, grant objectives, and evaluations.

Build and Support the Clinical Team

You'll recruit, train, and mentor the clinicians and facilitators who will deliver Pathways, helping establish a collaborative culture rooted in compassion, consistency, and clinical excellence.

- Onboard, train, and supervise Group Leaders (Clinicians) and Group Facilitators (Non-Clinicians).
- Lead staff orientation and ongoing training in grief facilitation, trauma-informed care, child development, and participant safeguarding.
- Foster a collaborative, reflective team environment through regular planning, supervision, and debrief sessions.

Lead Clinical Services

You'll serve as the clinical lead for the program, helping ensure every participant receives thoughtful, responsive, and developmentally appropriate support.

- Oversee participant intake, group placement, and outcome measurement.
- Provide clinical supervision and consultation to facilitators throughout each cohort.
- Respond to participant concerns, crisis situations, and referrals while maintaining appropriate documentation and confidentiality.
- Build relationships with families and community partners to support participant success.

Manage Program Operations

Working alongside Green-Wood's Education and Public Programs team, you'll oversee the day-to-day implementation of Pathways and help ensure a high-quality experience for participants and families.

- Coordinate program planning, scheduling, logistics, and participant communications.
- Oversee supplies, materials, and program readiness.
- Serve as a liaison between Green-Wood, participating families, schools, and community organizations.

Evaluate and Strengthen the Program

As a pilot initiative, evaluation is an essential part of Pathways. You'll help measure the program's impact while identifying opportunities for growth and continuous improvement.

- Collect, analyze, and interpret qualitative and quantitative program data.
- Prepare summaries and recommendations to support grant reporting and future planning.
- Help ensure the program meets grant requirements and advances Green-Wood's long-term vision for grief support.

Support Green-Wood's Mission

Building on nearly 200 years as a place of remembrance and reflection, Green-Wood is creating new ways for communities to learn, connect, and navigate grief together. You'll contribute to that nearly 200-year legacy beyond the weekly support groups.

- Participate in selected grief education and family programming, including Death Cafés and other public programs.
- Stay current on best practices in childhood bereavement through continuing education and professional development.
- Serve as a thoughtful ambassador for Pathways while helping advance Green-Wood's vision as a place of remembrance, healing, learning, and community.

QUALIFICATIONS

Required

- Master's degree required; doctorate preferred in Social Work, Counseling, Psychology, Marriage and Family Therapy, or a closely related behavioral health field.
- Current New York State clinical license (or license eligibility).
- At least two years of experience supporting grieving children, adolescents, and families.
- Demonstrated ability to work independently, manage multiple priorities, and successfully launch new initiatives.
- Experience facilitating therapeutic or psychoeducational groups.
- Experience developing curricula or group-based programming.
- Experience supervising clinicians, staff, interns, or volunteers.
- Strong clinical assessment, crisis intervention, and referral skills.
- Excellent organizational, communication, and project management abilities.
- Comfort working collaboratively across disciplines and with diverse communities.

Preferred

- Fluency in Spanish or Mandarin.
- Experience launching or expanding community-based programs.
- Experience with grant-funded initiatives and program evaluation.
- Familiarity with trauma-informed, culturally responsive, and strengths-based practice.
- Passion for innovative approaches to grief education and peer support.

ADDITIONAL INFORMATION

Equal Opportunity Statement

Green-Wood is committed to fostering an inclusive and welcoming environment for all. We value diverse perspectives, experiences, and backgrounds and seek to engage contractors who reflect the communities we serve.

Green-Wood does not discriminate in the selection or engagement of independent contractors on the basis of race, color, religion, creed, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, pregnancy, marital or domestic partnership status, military or veteran status, citizenship status, or any other characteristic protected by applicable federal, state, or local law.

TO APPLY

Please submit your resume and cover letter to hiring@green-wood.com with Clinical Program Coordinator – Pathways in the subject line.

Applications will be accepted through Monday, July 20, 2026.

Candidates selected to move forward will be invited to participate in a collaborative group interview on Wednesday, July 22, 2026.