

Coordinator of Support and Outreach - Full-Time Position

Reports to: Director of Support and Outreach

Summary: The Coordinator of Support and Outreach assists the Director of Support and Outreach in the successful delivery of NAMI Greater San Antonio support and outreach programs. Serves as a liaison between NAMI and the communities we serve. Assists with day-to-day coordination and maintenance of program activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage NAMI support and outreach programs:
 - Recruit, train, and develop support program facilitators for NAMI Connections and NAMI Family Support Groups.
 - Recruit, train, and develop presenters for NAMI advocacy, Ending the Silence, In Our Own Voice, and Family & Friends presentations.
 - Coordinate scheduling of NAMI support and outreach programs.
 - Coordinate presentations for mental health awareness programs throughout the communities served.
 - Conduct presentations of NAMI programming out in the community, different organizations, schools and for the Bridges to Care program.
 - Recruit, train, and develop volunteers to represent NAMI at health fairs.
 - Coordinate NAMI participation in health fairs.
 - Advertise NAMI support and outreach programs.
 - Coordinate the current NAMI on Campus Clubs and develop future NAMI on Campus Clubs.
 - Manages data associated with support and outreach programs, reporting it to NAMI TX and NAMI Greater San Antonio Board of Directors.
 - Other duties as assigned such as assisting with special events.
2. Help promote community awareness of NAMI programs by meeting with local NAMI partners and collaborators.
3. Support NAMI San Antonio efforts to maintain NAMI education fidelity standards and program requirements.
4. Maintain communication with and report to NAMI Greater San Antonio Education and Support Program Director.

Job Qualifications:

1. A Bachelor's Degree preferred.
2. Bilingual a plus (Spanish and English).
3. Must have exceptional people skills.
4. Demonstrated written and oral communication skills.
5. Exceptional organizational skills and ability to prioritize goals and tasks.
6. Intermediate skill level using Microsoft Office Word, PowerPoint, and Excel.
7. Flexibility to work evenings/weekends as required to meet training and program assistance needs.
8. Must have transportation to meet with partners, attend meetings and provide support as needed wherever NAMI classes and support groups are held in the community.

Salary

Commensurate with experience and background.

If interested, please send resume to: maria.h@nami-sat.org