

JOB Opportunity
Applications accepted until July 9th, 2011

Job Title: Education Programs Coordinator
Reports to: Executive Director NAMI Multnomah
Employment Status: 32 – 40 hours weekly
Salary Range: \$12.00 – \$16.00 per hour
Location: NAMI Office – 524 NE 52nd Ave, Portland, OR 97213

General Description: The Education Programs Coordinator position is responsible for NAMI Multnomah's oversight of NAMI Multnomah's education and support programs. NAMI programs are designed to support and educate individuals living with mental illness and their families and loved ones and represent the core of NAMI's mission. .

“ Applicants must be a person with lived experience with mental illness; either a Peer or Peer Family Member.”

Responsibilities:

1. Promote NAMI Multnomah education and support group programs with Multnomah County Mental Health providers, community and civic organizations, faith based communities.
2. Schedule classes, coordinate teachers, registration and prepare supplies for NAMI Multnomah Education programs.
3. Recruit qualified class participants to train to become teachers of NAMI Signature Programs.
4. Collect, enter and manage information on NAMI Multnomah Programs for use in reports, funding requests, and for other uses.
5. Maintain logs of teacher's volunteer hours and develop and implement volunteer recognition activities.
6. Coordinate data entry of class participants contact information into Member/Donor database.
7. Serve as NAMI Multnomah's point of contact with NAMI National, NAMI Oregon and metro affiliate's educational committees.
8. Work with Executive Director to establish education and support programs budget and performance against budget targets.
9. Prepare monthly invoices for program and contract services.
10. Train office staff and volunteers on program details and registration procedures.

Qualifications:

- Lived experience with mental Health challenges.
- Ability to build/maintain positive relationships with peers, staff and community members.
- College graduate
- Expert Microsoft word and Excel skills.
- Proficiency with PowerPoint and various database management programs.
- Experience with Web-authoring programs.
- Highly organized with ability to communicate professionally with corporate management, community leaders, staff, and donors, among others.

- Ability to implement social media communications such as Twitter feeds, Facebook pages and groups, blogs, podcasts, and other forms of online networking.
- Ability to manage and update website content, including expanding and re-designing our current site. Use of content management program, no back-end coding required, knowledge of HTML and CSS preferred.
- Ability to use bulk e-mail marketing programs (Vertical Response) for e-blasts, online newsletter, and other announcements, online survey sites (Survey Monkey), and event management programs (i.e. E-vite).
- Ability to embed video, audio, and other dynamic content into online media.
- Ability to create copy for press releases, articles, presentations, website, training materials, newsletter.
- High degree of competency with creation of documents using MS Word 2010, creation of publications using MS Publisher 2010, and the ability to pull contact data from an Access 2010 database.

Desired

• High proficiency with online media	• Outgoing, energetic, enthusiastic personality
• Excellent time management skills	• Ability to work with little to no supervision
• Professional demeanor	• Excellent organizational skills

Required training: Completion of Peer Support Specialist training in August 2011

Employment is contingent upon completion of a criminal background check.

From the date of hire, there is a 90-day probationary period.

NAMI Multnomah is an Equal Opportunity Employer. Women, people with disabilities, and people of diverse backgrounds are encouraged to apply. EEO/AA employer.

To apply: Please send your Resume: nami.multnomah@gmail.com, Fax to 503 -235-8959 or mail to our office.

Please visit our web site for more information about NAMI at: www.nami.org/multnomah.

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 NAMI Multnomah is a 501(c) 3 organization.