



Mental Health Association in New York State, Inc.

Job Description: PROJECT DIRECTOR

Status: Full-Time Salaried / **FLSA Classification:** Exempt

Company Information: Mental Health Association in New York State, Inc. (MHANYS) is a statewide non-profit 503 (c) organization. The mission of MHANYS is to improve the lives of individuals, families, and communities by raising mental health awareness, ending stigma and discrimination, and promoting wellness and recovery.

MHANYS advocates for change in the mental health system ensuring access for all, fights stigma through community-based partnership programming, works to increase mental health literacy, and provides information on mental health issues and services. Our organization is comprised of 26 affiliates in 50 counties throughout NYS.

Grounded in a public health approach, MHANYS works to increase mental health literacy and help seeking behaviors across the lifespan. Understanding the social determinants of mental health and how they play out over a lifetime is upstream prevention that can empower individuals and transform communities. www.MHANYS.org

In 2015, MHANYS was able to get the NYS School Mental Health Education law passed. MHANYS' School Mental Health Resource and Training Center first opened its doors for the 2018 – 2019 school year to address the law. In January 2020, the Resource Center added its Family Education Project, allowing it to reach entire school communities. The Resource Center provides training and resources to all New York State school communities. www.mentalhealthEDnys.org

Summary of Position: The Program Director is responsible for the overall administration of the MHANYS' School Mental Health Resource and Training Center, including the program development and delivery, staff recruitment and management, relations with stakeholders, and budget management.

Responsibilities Include but not limited to:

Program Oversight and Management

In coordination with the MHANYS CEO, executive team and other management staff, provide oversight and strategic vision to MHANYS' School Mental Health Resource and Training Center services and programs.

Provide leadership, support and direction to ensure that programmatic goals and objectives, as well as contract and grant compliance requirements, are met in a timely, efficient and effective manner.

Serve as a liaison with government agencies and community stakeholders, including represent MHANYS on relevant external committees and task forces, as well as at speaking engagements, conference panels and trainings.

Promote collaborative relationships with MHANYS' other departments, and with outside organizations, to ensure that NYS school communities are served in a holistic and comprehensive manner.

Program Design, Evaluation and Improvement

Provide leadership and direction to develop key components of MHANYS' School Mental Health Resource and Training Center:

1. Student mental health education (such as, helping schools provide mental health instruction in k-12 health curriculum)
2. Create mental health literacy opportunities for school communities to support student's learning about mental health (such as, providing professional development for faculty and staff, and trainings for families)
3. Bridge partnerships between schools, families and communities in support of student mental health

Develop long-term program goals and program strategies in support of the mission and objectives of MHANYS.

Assigns clear accountability and ensures continuous improvement. Conduct program and staff evaluations to document strengths and areas for improvement.

REQUIRED SKILLS:

- Demonstrated success in managing and developing programs, ideally with an emphasis on education and mental health or public health
- Demonstrated commitment to the values of diversity, equity, and inclusion
- Excellent oral, written and interpersonal communications
- Outstanding analytical, quantitative and problem-solving skills
- Commitment to professional development of school staff, and the education of students and their support networks
- Proven ability to manage, collaborate, and communicate effectively with a variety of internal and external stakeholders and work with diverse school communities
- Ability to multi-task and simultaneously manage multiple projects
- Self-motivated team player who is innovative
- Attention to detail

Qualifications/Requirements: Master's Degree in Health and Human Services area (i.e. Social Work, Psychology, Counseling) is preferred. At a minimum, three (3) years previous experience in program management and development, including managing employees and leading projects. In addition, work experience would ideally include either (1) health education program development or (2) school-based health literacy program delivery experience. Bi-Lingual (Spanish/English) is a plus!

Travel within NYS will be required.

Location: Albany, NY (Temporarily Remote)

Salary Range, depending on experience: \$60,000 to \$75,000

Benefits Available: Medical/Prescription, Dental, Vision, Short Term Disability, Paid time off, Holiday Pay, and 403(b) Retirement Savings Plan.

Contact information: Please submit a cover letter and resume to office@mhanys.org

Mental Health Association in New York State, Inc. is an Equal Opportunity Employer.