



EMPLOYMENT OPPORTUNITY

Date: November 2021
Job Title: SMHRTC Program Manager
Program: MHANYS' School Mental Health Resource and Training Center
FLSA Status: Exempt

Summary of the Position

Reports to the Director of MHANYS' School Mental Health Resource and Training Center. This position has administrative and program management responsibilities, which includes outreach, technical assistance and delivery of trainings as assigned. This position will also participate and contribute to enhancing an office culture that is culturally respectful, client-centered, outcome-oriented and dedicated to continuous quality improvement.

Essential Duties & Responsibilities

- Provide overall support to Director of the School Mental Health Resource and Training Center.
- Support ongoing general program administration through project management and coordination activities.
- Lead outreach and engagement activities with community/state organizations.
- Provide technical assistance to schools and community organizations across NYS.
- Represent MHANYS at various stakeholder committees and meetings.
- Research and review mental health and educational services, programs and curricula.
- Provide trainings and presentations as assigned.
- Function as a MHANYS Trainer.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Strong organizing and problem-solving project management skills.
- Ability to:
 - a. work independently and collaboratively;
 - b. create, compose, and edit written materials;
 - c. gather data, compile information, and prepare reports; and
 - d. meet tight deadlines.
- Innovative and critical thinking skills necessary.
- Strong interpersonal and communication skills (written and verbal) and ability to work effectively with a wide range of constituencies in diverse communities.
- Ability to promote principles of recovery and cultural competency.
- Possess professional demeanor and commitment to high quality of service.
- Strong computer skills. Familiarity with online presentation/conferencing platforms, project management systems and MS/Google systems.

Education and/or Experience

Bachelor (or higher) in human services/helping professions or 5+ years related experience preferred. Direct work/care/support with children (K-12 age) experience but not necessarily in schools - CBOs, healthcare, education-adjacent institutions. Training and presentation experience required. MHANYS is committed to workforce diversity. EEO.

Location : MHANYS is currently a hybrid office. Ability to work in Albany required.

Submit Cover Letter and Resume to jmalatino@mhanys.org By December 13th.