



William T. Gettman, Jr., MPA
Board Chair

Glenn Liebman, MA
CEO

EMPLOYMENT OPPORTUNITY

Date: February 2023
Job Title: Program Manager, MHFA
Program: Mental Health First Aid (MHFA)
FLSA Status: Exempt
Salary: \$54,000 plus benefits

Summary of the Positions

Reports to the Chief Operating Officer. This position is manages day-to-day details of the MHANYS MHFA programming. This forward-facing position has program delivery responsibilities include logistics, outreach, customer service and delivery of Mental Health First Aid (MHFA) training 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

- Work with a team of MHANYS trainers to delivery MHFA programming.
- Manage and deliver MHFA programming at MHANYS with focus on outreach and customer service.
- Collaborate with MHANYS Production and Administrative staff meet all operational and logistical needs of the project.
- Attend community and workplace meetings and workshops in the Capital Region.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Professional, yet engaging, style both in-person and online.
- Ability to:
 - a. work independently and collaboratively;
 - b. create, compose, and edit written materials;
 - c. gather data, compile information, and prepare reports;
 - d. meet tight deadlines;
 - e. familiarity with the Capital Region; and
 - f. travel across New York State for trainings as assigned.
- Innovative and critical thinking skills are 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 training/presentation/conferencing platforms, project management systems and MS/Google systems.

Healthy Minds For A Healthy New York

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518-434-0439 (P) • 518-427-8676 (F) • MHANYS.org

Education and/or Experience

Requirements include:

- Experience delivering in-person and/or on-line trainings and presentations.
- Bachelor (or higher) in human services/helping professions (inclusive of EAP/HR positions) or 5+ years related of experience preferred.
- Bilingual skills (Chinese/English or Spanish/English) preferred.

MHANYS is committed to workforce diversity. EEO.

Location: MHANYS is based in Albany and we currently employ a hybrid office model - allowing for remote work while maintaining in-person work, as required. Applicants who live outside of the Capital Region must be able to travel to Albany as needed with notice. This position requires travel within Capital region.

Submit COVER LETTER AND RESUME to mhfa@mhanys.org.