

EMPLOYMENT OPPORTUNITY



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

MHANYS embraces diversity and equal opportunity in a serious way. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

We strongly encourage applications from individuals who identify as people of color, LGBTQ+ and/or members of other diverse communities. We encourage applicants to consider their qualifications broadly (e.g. any combination of lived experience, knowledge, skills, education, etc.) when applying.

Summary of the Position

Reports to the Chief Operating Officer. This position manages day-to-day details of the MHANYS MHFA programming and functions as a MHFA trainer. This is a forward-facing position have program delivery responsibilities which include outreach, customer service, and delivery of 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 deliver MHFA programming.
- Manage 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.
- Deliver MHFA trainings and presentations as assigned.
- Participate in community outreach and networking events the Capital Region.
- Function as a MHFA Trainer.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Professional, yet engaging, training style both in-person and online.
- Ability to:
 - a. work independently and collaboratively;
 - b. gather data, compile information, and prepare reports; and
 - c. familiarity with the Capital Region.
- 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.

Education and/or Experience

We are looking for someone who has either the experience or aptitude to handle project management activities and has the ability to conduct trainings on-line and in-person. You will need to be focused, engaged, and organized. A valid driver's license is required. Preferred:

- Experience in human services/helping professions (inclusive of EAP/HR positions).
- Bilingual skills (Chinese/English or Spanish/English) preferred.

Location: MHANYS is based in Albany and we currently employ a hybrid office model - allowing for remote work while maintaining in-person work in Albany, as required. This position requires travel in the Capital region on a regular basis.

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