



EMPLOYMENT OPPORTUNITY

Date: April 2024
Program: MHANYS' School Mental Health Resource and Training Center (SMHRT)
Job Title: SMHRT Program Coordinator
FLSA Status: Non-Exempt | **Salary:** \$55,000 per year | 35 hours per week

The Mental Health Association in New York State (MHANYS) is a nonprofit agency, whose mission is to improve the lives of individuals, families and all communities in New York by raising Mental Health Awareness, ending stigma and discrimination, and promoting wellness and recovery. We do this via our legislative, advocacy and education-based work. We would love for you to join our team and be a part of our mission!

Summary of the Position

Reporting to the Director of MHANYS' School Mental Health Resource and Training Center (SMHRT), this position has administrative and program management responsibilities, including, but is not limited to: outreach, technical assistance and delivery of trainings. We pride ourselves on a culturally-responsive, respectful, and collaborative workplace culture. MHANYS is a client-centered, outcome-oriented workplace, dedicated to continuous quality improvement. The ideal match for the role embodies all of these qualities, while participating and contributing to a positive and inclusive environment.

Essential Duties & Responsibilities

- Provide overall support to the SMHRTC Program Director and team members.
- 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 for the SMHRTC team and function as a trainer to support other MHANYS programs as needed.
- Responsible for the coordination and dissemination of monthly web-mailings pertaining to events, resources and on-going programming.
- Other duties as assigned.

Knowledge, Skills & Abilities

- o Strong organizational and demonstrated project management skills.
- o 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.
- o Strong interpersonal and communication skills (written and verbal) and ability to work effectively with a wide range of constituencies in diverse communities.
- o Ability to promote principles of recovery and cultural humility.
- o Possess professional demeanor and commitment to high quality of service.
- o Strong computer skills including familiarity with online presentation/conferencing platforms, project management systems, and Microsoft/Google Suite systems.
- o Familiarity with platforms that support customer relationship and data management and an adeptness at learning new systems.

Education and/or Experience

Training and presentation experience required. Bachelor (or higher) in human services/helping or adjacent professions with at least 3 years of progressive work-related experience preferred. A minimum of some college coursework or relevant certification(s) with 5+ years of progressive work experience considered. Experience or familiarity working with children and youth (K-12) in schools, community-based organizations, healthcare, or educational partner organizations is a big plus.

Location: MHANYS' offices are headquartered in Albany, NY. We are a hybrid office, meaning there are multiple days per week where working in the Albany office is required. Therefore, the ability to commute on a regular basis to Albany as well as travel across the state as needed is a requirement of the position.

Submit Cover Letter and Resume to Jennifer Virag at jvirag@mhanys.org by **May 13, 2024 at 5pm**.

MHANYS is a dynamic, diverse and inclusive organization. We welcome all applicants regardless of race, gender, gender identity or expression, sexual orientation, age, disability, religion, beliefs, national origin, veteran, marital or familial status, genetic information, or any other characteristic protected by law.