

## EMPLOYMENT OPPORTUNITY

<b>Date:</b>	January 2026
<b>Job Title:</b>	<b>Outreach Coordinator</b>
<b>Program:</b>	Mental Health Information Center
<b>Salary:</b>	\$45,000 plus benefits

The Mental Health Association in New York State (MHANYS) seeks a detail-oriented, mission-driven individual for the role of Outreach Coordinator to support its work. This position plays a key role in coordinating day-to-day agency outreach for MHANYS as part of the Mental Health Information Team.

The Outreach Coordinator plays a central role in advancing MHANYS' mission by coordinating, scheduling, and delivering community-facing outreach activities across New York State. This position serves as the primary point of contact for tabling requests, presentations, community events, and outreach inquiries. Working collaboratively with all MHANYS teams, the Outreach Coordinator ensures that requests are triaged efficiently, logistics are well-coordinated, and MHANYS' presence at events is consistent, professional, and impactful.

The ideal candidate is highly organized, detail-driven, comfortable with public speaking, and committed to building strong relationships with community partners.

### Key Responsibilities

#### **Outreach Coordination, Scheduling, & Administration**

- Serve as the primary contact for incoming outreach and tabling requests for MHANYS.
- Triage all inquiries, gather necessary event information, and determine appropriate MHANYS program alignment.
- Manage and maintain the outreach calendar, scheduling staff participation, and ensuring event coverage.
- Track, update, and document all event logistics, including materials, staffing, travel needs, and deadlines.
- Develop and maintain streamlined intake, confirmation, and follow-up processes for outreach requests and reporting.
- Assist in developing outreach templates, standard operating procedures, and tracking tools for efficient operations.

#### **Event Support & Representation**

- Represent MHANYS at community events, tabling opportunities, outreach fairs, and presentations as needed.
- Deliver brief presentations, resource overviews, or introductory remarks to community groups.
- Set up and break down MHANYS informational tables, ensuring professional appearance and adequate supply of materials.
- Coordinate the preparation, shipment, or distribution of outreach materials to internal staff attending events across the state.

#### **Cross-Team Collaboration**

- Work collaboratively with all MHANYS program teams to ensure unified messaging and coordinated engagement.
- Communicate upcoming outreach opportunities and identify appropriate presenters or staff representation.
- Support special projects, statewide initiatives, or campaigns that require outreach or public engagement.

### Qualifications

- Bachelor's degree in communications, marketing, public health, human services, or a related field; or equivalent experience.
- Strong organizational skills with the ability to manage multiple requests and competing deadlines.
- Excellent communication and interpersonal skills, with comfort in public speaking.
- Experience with event coordination, community outreach, or stakeholder engagement preferred.
- Proficient in Google Workspace and virtual meeting platforms.
- Ability to work both independently and collaboratively with diverse teams.
- Willingness to travel across New York State for events as needed; some evening/weekend hours may be required.

## **Work Environment & Travel**

This is a hybrid position based in Albany, NY. Regular in-person work at the MHANYS office and occasional travel throughout New York State is required. Some lifting (up to 25 lbs.) may be required for transporting outreach materials.

## **Application Instructions**

**Resumes submitted without a cover letter will not be considered.** Please email your cover letter and resume to:  
[HR@mhany.org](mailto:HR@mhany.org)

**Application Deadline:** February 9, 2026

MHANYS is an Equal Opportunity Employer and values a diverse workforce.