



Job Opening:
Community Engagement Coordinator

Organizational Background:

NAMI California is a grass roots organization of families and individuals whose lives have been affected by mental illness. We advocate for lives of quality and respect, without discrimination and stigma, for all our constituents. We provide leadership in advocacy, legislation, policy development, education and support throughout California. NAMI California works to provide help, hope and healing for those affected by mental illness.

Summary: The Community Engagement Coordinator, under the supervision of the Director of Community Engagement, will conduct and coordinate training events; provide support and technical assistance to local NAMI Affiliates, and program evaluation.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Oversee efforts to embed cultural and linguistic competency in the support, education, and advocacy efforts of NAMI California and its local affiliates.
- Engages with culturally and linguistically diverse communities.
- Commits to consumer empowerment, culturally and linguistically competent services, and nonjudgmental approaches.
- Experience or interest in working in the mental health field with a strong focus on recovery.
- Coordinates community-based programs and projects.
- Conducts and coordinates webinar trainings, in-person trainings, annual events and conference calls.
- Provides technical assistance to local NAMI California affiliates in implementing, expanding and sustaining NAMI California programs.
- Develops and maintains methods for program data collection and reporting.
- Maintains current contact lists of NAMI California program participants and local coordinators.
- Performs major contract management and reporting.
- Works collaboratively in a team work style with demonstrated ability to relate effectively with people from diverse backgrounds.
- Works with County representatives as needed to further advance NAMI's efforts towards supporting health and mental health systems become cultural and linguistic competent.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.



Required Qualifications:

- Highly organized and resourceful, excellent attention to detail, ability to multi-task and manage time well to accomplish all key tasks and deadlines.
- Strong interpersonal skills and cultural competency, and self-awareness with the ability to reflect and adapt to diverse environments.
- Ability to communicate effectively, including to individuals from diverse backgrounds, and over the phone.
- Experience with public speaking and leading trainings including with groups of 50 or more.
- Excellent verbal, visual and written communication skills.
- Strong experience in Microsoft Office applications (Word, Excel, PowerPoint, etc.).
- Bachelor's degree from a four-year college or university.
- Some travel required

Preferred Qualifications:

- Bilingual in Spanish; bilingual in Chinese or other major Asian language.
- Knowledge of California's mental health system, including funding structure, policy and county and/or health or mental health care experience.
- Five years of experience in the academic, nonprofit or government sector related to health and/or mental health.
- Experience engaging communities in a statewide program or project.
- Experience collecting and compiling data regarding the mental health needs of unserved and underserved communities.
- Research experience.

Compensation:

Full-time, 40 hours per week, \$14-16 per hour

To Apply:

If you meet the qualifications, please submit your resume, cover letter and complete our questionnaire using the link provided:

<http://goo.gl/QLmFRz>

If you experience any technical difficulties while applying for this position, please contact info@hrtogo.com with "Community Engagement Coordinator – NAMI California" in the subject line.

No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.