



Part-Time Program Coordinator Job Description

The Program Coordinator is a non-exempt, part-time NAMI Butler County PA employee. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by the Executive Director.

POSITION SUMMARY: The National Alliance on Mental Illness serving Butler County and surrounding areas is an affiliate of the largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Butler County PA is seeking a part-time Program Coordinator; a vital role in the success of NAMI. This individual is responsible for the following tasks:

1. Coordinates the recruitment, training, and management of the volunteer facilitators and leaders of NAMI Butler County PA programs;
2. Organizing logistics and execution of NAMI Butler County PA programs support programs and classes;
3. Is responsible for day-to-day operations of NAMI Butler County PA programs program management, support groups, program leaders and volunteer facilitators;
4. Initiates and participates in program outreach and advocacy efforts to support the mission, quality programs, and services of NAMI Butler County PA programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates, promotes, and expands NAMI Butler County PA programs including, but not limited to: Family to Family, In Our Own Voice, Family Support Groups, Peer Support Groups, Peer to Peer, and Connections.
2. Recruits, interviews, and coordinates program volunteers for program and support group facilitators.
3. Creates and reviews program flyers for publication through various means including print and social media.
4. Attend community presentations and meetings as requested.

5. Compiles reports from NAMI Butler County PA programs for submission to the Executive Director monthly.
6. Attends outreach events to represent NAMI Butler County PA.
7. Attends NAMI Butler County PA groups at various locations to provide support and leadership when necessary.
8. Schedules meetings with volunteers and facilitators as needed to review policies and procedures.
9. Performs other duties as assigned by the Executive Director.

QUALIFICATIONS

- Bachelor's degree or minimum three years' experience required
- Experience and knowledge working with individuals and families affected by mental illness
- Experience with NAMI is a plus
- Willingness to occasionally work evenings and weekends for outreach events
- Excellent written and oral communication skills
- Proficient in Microsoft Suite programs Excel, Word, PowerPoint, Outlook and Social Media platforms (Facebook, Instagram, LinkedIn)
- Experience in developing successful partnerships with community organizations
- Must have access to a personal vehicle (at time of hire).and be willing to travel 50% of the time

*This position is Exempt at 25 hours per week. Please send a cover letter and resume to info@namibutler.org. No phone calls please.