

NAMI Indiana - Job Description

Position Title:	Ending the Silence Coordinator
Work Location:	NAMI Indiana Office (921 E. 86th Street, Suite 130, Indianapolis, IN 46240)
Position Status:	Part -time/ Temporary through December 31, 2018 with possibility to renew (w/o benefits)
Exempt:	Yes
Compensation:	\$12hr

Responsibilities and Essential Duties

Outreach (25%)

- Represents NAMI Indiana at external meetings and conferences to increase awareness of NAMI programs and availability around the state (as both exhibitor and attendee)
- Communicates with community members, professional groups, and other stakeholders about youth mental health related programming available through NAMI Indiana and other organizations in the state.
- Presents NAMI Ending the Silence (ETS) program to young people, teachers, and parents as needed/requested and reports signature program data to national NAMI office.

Contracts Management (50%)

- Expanding ETS throughout the state by educating stakeholders, recruiting/screening new presenters, and building relationships with interested schools/districts.
- Oversees Ending the Silence expansion grant from private funder, with duties to include:
 - Coordinating Ending the Silence presentations throughout Marion County
 - Communicating and supporting other expansion affiliates
 - Reporting progress to grant funder on a monthly basis
 - Oversees the recruitment and training of potential Ending the Silence presenters

Young Adult Peer Support (25%)

- Acts as an ambassador for young adult peer support in Indiana, promoting it and recruiting participants at external meetings and conferences as needed.
- Assist in YSP trainings. Prepare materials and conduct modules as needed.
 - Record and follow up with participants on evaluations, background checks, and test scores.
- Support HelpLine program as available.

Qualifications:

- Bachelor's degree or related experience
- Respectful of people affected by mental health conditions
- Basic knowledge of mental illness, treatments, recovery, treatment systems and an interest in learning more
- Comfortable interacting/communicating with a variety of people on a regular basis
- Adaptable to a variety of web-based applications (including website management and social media management)
- Ability to work some weeknights and weekends (comp time is available)
- Has valid driver's license and is willing/able to travel around state as needed

Preferences:

- Familiarity with NAMI mission and programs and participation in one or more NAMI education programs or support groups
- Familiar with Indiana's mental health system
- Experience with event coordination
- Individuals living successfully with mental illness who would like to enhance their recovery by helping others, and/or friends or family members of someone with a mental illness with a desire to help others