

NAMI Valley of the Sun is hiring a **part-time Adult Program Coordinator**. Interested applicants may send a resume and cover letter detailing their relevant experience and interest in the position to:

Tracy Sloat, Executive Director
NAMI Valley of the Sun
5025 E. Washington St #112
Phoenix, AZ 85034

First review of applications will take place on **May 14, 2018**. Positions will remain open and posted until filled.

JOB TITLE: Adult Program Coordinator – Part-time

REPORTS TO: Executive Director

SUMMARY:

The NAMI Valley of the Sun (NAMI VOS) Adult Program Coordinator is responsible for the administration of programs such as the NAMI Family-to-Family Program and NAMI Family Support Groups with an emphasis on fidelity to the NAMI program model. Ideally, this individual will have experience implementing family support programs, knowledge of adult learning styles, and/or experience coordinating a volunteer workforce.

MAJOR DUTIES:

Program Administration and Implementation

- Maintain current knowledge of NAMI VOS programs and ensure adherence to NAMI operating guidelines at all times; participate in required NAMI program related webinars.
- Maintain ongoing schedule of classes and support groups, working to ensure services are offered throughout Maricopa County;
- Maintain up-to-date information and marketing materials for scheduled programs; facilitate marketing for upcoming programs.
- Facilitate program logistics including the assignment of teachers and facilitators, class dates, times and location, class roster, A/V arrangements, coordination of class material/s binders, and teacher/trainer admin box.
- Participate in on-going continuous quality improvement and quality assurance activities for the Adult Programs and for NAMI VOS.
- Maintain office and program materials in an organized fashion, including the orderly storage of electronic and paper program documentation and files.
- Attend and participate in the monthly Programs and Education Committee meetings.

Data Management and Reporting

- Maintain database for class participants, wait-list requests, class registrations, attendee confirmations, graduate certificates and evaluations.
- Maintain database for support group attendance numbers, facilitators, locations, and evaluations.
- Submit information regarding programs and participant statistics to NAMI within the specified deadline.
- Submit monthly report to Executive Director regarding program activities.

Supervision and Management of Adult Program Volunteers

- Facilitate ongoing recruitment, training, tracking and appreciation of adult program volunteers.
- Ensure volunteers maintain appropriate qualifications for their specific role.
- Plan, schedule and support volunteer on-going professional development including assistance in accessing the NAMI Extranet and notification of upcoming appropriate webinars.
- Review program evaluations with Adult Program volunteers and facilitate quality improvement activities based on evaluation results and recommendations.
- Immediately notify supervisor of any volunteer performance or behavior concerns.

Other duties as required

- Cross-train with other NAMI programs and assist when necessary; participate in NAMI VOS community events as appropriate.
- Participate in regular NAMI VOS team meetings. Meet regularly with supervisor.
- Assist in office administrative tasks such as answering phones, returning phone calls and emails, maintaining paper and electronic documentation per policy and procedures, assist with on-going development and implementation of administrative and programmatic policy and procedures.
- Assist in maintaining a clean, orderly and positive office environment.

Qualifications (Knowledge, Skills, Ability)

- Experience implementing family support programs, knowledge of adult learning styles, and/or experience coordinating a volunteer workforce.
- Communicate professionally with strong written and verbal interpersonal communication skills.
- Strong organizational skills including attention to detail and ability to manage multiple on-going projects. Ability to prioritize and problem-solve effectively.
- Ability to initiate projects and work independently in order to meet program deliverables and deadlines.
- Willingness to step up as a team player in order to cross-train and provide coverage for other NAMI programs when needed.
- Computer literacy with experience in Microsoft Office Suite.

- Ability and willingness to travel within Maricopa County. This requires a valid Arizona driver's license, proof of current auto insurance and reliable means of transportation.
- Have compassion and understanding to give hope and direction to families struggling to understand and support their loved one living with mental illness.

Position Type and Expected Hours of Work

- Part-time, approximately 20 hours/week; non-exempt.
- This position will work a set schedule each week with some flexibility to accommodate the needs of programs, events and community members.
- Salary Range: \$18 -\$20/hour; salary determination based on years of related experience and education.

PHYSICAL REQUIREMENTS

The following are physical actions that are commonly required during the performance of the daily job routine. They include but are limited to the following:

1. Ability to sit and work on a computer for prolonged periods of time.
2. Stand and walk periodically throughout each day.
3. Bend/stoop, periodically.
4. Communicate effectively verbally and in written format.
5. Able to occasionally lift in excess of 20 pounds.
6. Any and all physical functions required to carry out the Essential Functions and additional responsibilities as assigned.

NOTE: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment nor does it guarantee the number of hours that will be scheduled each day or each week. This job description is subject to change at the discretion of the employer.