Job Opening:
Program Coordinator

Organizational Background
NAMI California is a grassroots 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.

Job Description
Under the supervision of the Director of Programs, the Program Coordinator will coordinate training events and conference calls. In addition, the Program Coordinator will provide support and technical assistance to local NAMI affiliates in implementing, expanding, and sustaining NAMI programs. The Program Coordinator will also be responsible for developing and maintaining methods for program data collection, reporting and maintaining current contact lists of NAMI program participants and local coordinators.

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
• Demonstrated proactive attitude and quick learner
• Experience or interest in working in mental health with a strong focus on recovery
• 1-2 years of professional experience (and/or internship experience)
• Excellent writing, analytical and public speaking skills
• 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

Preferred Qualifications
• Experience coordinating community-based programs and/or projects
• Experience in one or more NAMI programs (In Our Own Voice, Peer-to-Peer, Connection or Provider Education)
• Experience in mental health arts programs or events
• Lived experience as a person with a mental health condition

Compensation
Full-time, 40 hours per week, $12-14 per hour

Application Deadline
The deadline for application is March 3, 2013

If you meet the qualifications, please submit your resume and cover letter and complete our questionnaire using the link provided: https://secure.sterlingdirect.com/jobboard/?JOBBOARDID=484&JobDetail=155268