**Job Overview:**

Want to make a difference in people’s lives on a large scale during your 9-5 job? Tracy L. Fried & Associates offers that opportunity!

Tracy L. Fried & Associates has contracts with San Diego County’s Mental Health Services through Mental Health Services Act (MHSA) funding to provide mental health training. Projects are diverse and vary over time. Current projects include the coordination of a Conference on Cultural Competence and Mental Health for 400+ attendees in December and a High School Internship Training Project to teach 10 high school students how to coordinate a mental health themed conference.

Office environment is a fun, upbeat place where casual attire is appropriate and personal health and wellness are supported. The office is centrally located in Encinitas near the 5 freeway, a 15 minute walk from the Coaster, and is in the same building as a Core Power Yoga studio.

**Job Purpose:**

Assists with the organization and coordination of all aspects of mental health training projects.

**Duties:**

- Attends planning meetings, creates meeting agendas, types and distributes meeting minutes.
- Develops project materials including: rosters, program outlines, conference program materials, organizational tables, etc. Edits materials for finalization.
- Assists with the presentation of information at trainings or meetings.
- Interacts professionally with members from county and county-contract agencies on planning committees and at trainings.
- Compiles and analyzes data from project evaluations to assist with the development of outcome materials/publications.
- Preparation of reports, analyzing data, and identifying solutions.
• Provides information by answering questions and requests (by phone, email, or in-person).
• Contributes to team effort by accomplishing related results as needed.
• Others as needed.

Skills/qualifications:
• Administrative Writing Skills, Microsoft Office Skills, Organization, Analyze Information, Professionalism, Problem Solving, Verbal Communication, Takes Initiative, Functions Effectively Independently and as Part of a Team, Ability to Multi-Task, Works Well in a Fast-Paced/High Stress Environment, Ability to “Dive In” and Learn on the Job, Honesty, Integrity
• Master’s in psychology, education, social work, or other related field preferred but not required. Minimum of 1 year experience in a mental health related position preferred.