

NAMI Southeast Minnesota

Program Coordinator

The Program Coordinator is a part-time (average 30 hours per week) hourly position with daytime hours, with occasional evening and weekend hours. This position is responsible for coordination of NAMI SE Minnesota programs as well as recruitment, training, and coordination of the organization's volunteers. The Programs Coordinator reports to the Executive Director.

Starting hourly wage \$13.00 – \$14.00

Qualifications

Required:

Experience working with individuals and families affected by mental illness

Experience and comfort level with public speaking

Ability to work effectively as a leader/supervisor of volunteers

Strong written and oral communication skills

Ability to work independently and complete projects within a deadline

Willingness to take on wide range of responsibilities from routine to challenging

Familiarity with Microsoft Office and database operations

Preferred:

College Degree in communications, social work, education or related experience

Experience working with a non-profit organization

Experience coordinating programs and services that involve volunteers

Job Responsibilities:

- Schedule and coordinate NAMI programs (including Speakers Bureau)
- Monitor outcomes and quality of NAMI programs by using NAMI's Education Results Database to track results
- Present NAMI education presentation as needed
- Recruit, Train, Support and Recognize NAMI program an office volunteers
- Seek opportunities to increase programs in outlying areas
- Represent NAMI on various community committees related to NAMI programs and services
- Review evaluations of presentations as a measure of quality assurance and to determine need for additional trainings
- Participate in coordination and implementation of volunteer recognition events
- Maintain volunteer records, including hours of service
- Assure adequate roster of trained office volunteers and schedule as needed to meet organization/staff needs for office space support.
- Supervise office volunteers in helping with the day to day office operations in the following tasks: answering the phone, registering people for classes, providing information and referral maintaining organized and clean office space, copying, bulk mailings, data entry, and other projects as needed.
- Other duties as specified by the Executive Director

Physical Demands

While performing the duties of this job, the program coordinator is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential function.

Work Environment

The work environment is a small office. The noise level in the work environment is usually low to moderate. Reasonable accommodations in the work environment may be made to enable individuals with disabilities to perform the essential functions.

Please send your resume and cover letter to our office

2200 2nd Street SW Suite 203 Rochester MN 55902

or send by email: athomas@nami.org

Application Deadline is Wed., December 2nd, 2009

If you have any questions please feel free to contact Andrea Thomas (Executive Director) via email or telephone – athomas@nami.org or 287-1692 .