

<b>Job Title</b>	Education & Training Program Assistant
<b>Employer/ Agency</b>	Mental Health America of Greater Houston
<b>Job Description</b>	<p>Provides administrative support for all of MHA's education and training programming and for the Greater Houston Behavioral Health Affordable Care Act (BHACA) Initiative. Since the BHACA Initiative is a collaborative endeavor with the Network of Behavioral Health Providers (NBHP), the Program Assistant supports both MHA and NBHP staff on all aspects of the initiative. Fifty percent of the Program Assistant's time is allocated to the BHACA Initiative, and fifty percent is allocated to other education and training programming.</p> <p><b>Key Areas of Responsibility</b>  <i>For the BHACA Initiative (50% time):</i>            Manage logistics for BHACA meetings and educational events, including creation of promotional materials, registration, preparation of supplies, securing of event spaces, etc. Maintain BHACA e-mail/contact lists. Create, or assist with the creation of, documents/publications such as the "BHACA blasts" (e-mail), project webpages, and informational/educational documents. Take meeting notes/minutes as needed; type up notes/minutes in an organized fashion. Seek out/research information on various topics/issues relevant to the BHACA Initiative, as assigned by BHACA staff. As needed, provide additional administrative and programmatic support for any of the BHACA focus areas.</p> <p><i>For other education and training programming (50% time):</i>            Manage logistics for meetings and events, including creation of promotional materials, registration, preparation of supplies, securing of event spaces, etc. Coordinate the provision of continuing education units (CEUs) for educational events, including keeping organized files of all required CEU documentation. Coordinate the distribution of educational literature, including processing orders for literature, packing literature to be mailed, and collaborating with accounting staff to invoice for literature and shipping/handling fees as needed. Assist with the creation of upkeep of education and training pages on MHA's website and other marketing and informational/educational materials. Take meeting notes/minutes as needed; type up notes/minutes in an organized fashion. Provide additional administrative and programmatic support as needed.</p>
<b>Qualifications</b>	<p><b>Required:</b> Commitment to the mission of MHA and to working toward achieving its goals and objectives in compliance with its philosophy and policies. Associate's degree or some college. One to two years of relevant work experience, including experience providing administrative or programmatic support. Strong written and oral communication skills. Strong interpersonal skills; ability to represent the organization in a positive, professional manner. Superior organizational skills; ability to manage multiple responsibilities; high degree of attention to detail and accuracy. Ability to work independently with minimal supervision as well as collaboratively. Facility with Microsoft Office applications. Must have own transportation and ability to travel for meetings and programs within local and regional area. Must be able to lift/move up to 20 lbs.</p> <p><b>Preferred:</b> Completed or currently enrolled in Bachelor's degree program in a relevant field. Knowledge of behavioral health issues. Knowledge of the Greater Houston behavioral health, medical, and social service community. Strong research skills</p>
<b>Salary/Hours</b>	Regular full-time; periodic evenings/weekends
<b>Address</b>	2211 Norfolk, Suite 810 Houston, TX 77098
<b>Contact Person</b>	Anne Wilburn, Executive Assistant
<b>Email Address</b>	<a href="mailto:awilburn@mhahouston.org">awilburn@mhahouston.org</a>
<b>Application Method</b>	Please email resume, cover letter and two paragraphs on the topic: "How does mental health relate to other aspects of health?" to <a href="mailto:awilburn@mhahouston.org">awilburn@mhahouston.org</a> . No phone calls, please.
<b>Opening Date</b>	as soon as filled

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