

Job Title	Program Coordinator
Employer/ Agency	Mental Health America of Greater Houston
Job Description	<p>Purpose of Position The Program Coordinator 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 Coordinator supports both MHA and NBHP staff on all aspects of the initiative. Fifty percent of the Program Coordinator's time is allocated to the BHACA Initiative, and fifty percent is allocated to other education and training programming.</p> <p>Key Areas of Responsibility <i>For the BHACA Initiative (50% time):</i></p> <ul style="list-style-type: none"> • Coordinate logistics for meetings, educational events, and ongoing work, including registration, ordering and preparation of supplies and materials, securing of event spaces, meeting/event planning and setup, etc. • Maintain BHACA e-mail/contact lists. • Coordinate the provision of continuing education units (CEUs) for educational events, including keeping organized files of all required CEU documentation. • Create, or assist with the creation of, documents/publications such as marketing materials and reporting documents; update project webpages; draft informational/educational documents as assigned. • Coordinate the bi-weekly creation and dissemination of BHACA's e-newsletter. • Take meeting notes/minutes as assigned; type up notes/minutes in an organized fashion. • Perform data entry (e.g., from event evaluations) with accuracy; maintain record-keeping documents such as spreadsheets with accuracy. • 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. • Other duties as assigned. <p><i>For other education and training programming (50% time):</i></p> <ul style="list-style-type: none"> • Coordinate logistics for meetings and events including registration, preparation of supplies and materials, securing of event spaces, meeting/event planning and setup, etc. • Maintain program-specific contact lists. • 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 invoicing for literature and shipping/handling fees as needed. • Create, or assist with the creation of, documents/publications such as marketing materials and reporting documents; assist with the creation and maintenance of education and training pages on MHA's website; draft informational/educational documents as assigned. • Take meeting notes/minutes as assigned; type up notes/minutes in an organized fashion.

	<ul style="list-style-type: none"> • Perform data entry (e.g., from event evaluations) with accuracy; maintain record-keeping documents such as spreadsheets with accuracy. • Seek out/research information on various topics/issues relevant to MHA programs as assigned. • Coordinate responses to inquiries placed through MHA's website, by either responding as appropriate or forwarding inquiries to staff member(s) best suited to respond. • Provide additional administrative and programmatic support as needed, including back-up support for administrative duties generally performed by other staff members. • Other duties as assigned.
Qualifications	<p>Required:</p> <ul style="list-style-type: none"> • Bachelor's degree, preferably in health, psychology, social work, sociology, education, or a related field • 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 • Experience and competency working in a team-based environment • 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>Preferred:</p> <ul style="list-style-type: none"> • Knowledge of behavioral health issues • Knowledge of the Greater Houston behavioral health, medical, and social service community • Strong research skills • Bilingual (Spanish/English) a plus
Salary/Hours	<p>Supervision Received</p> <p>The Program Coordinator is supervised by the Director of Education and Training.</p>
Application Method	<p>Please submit resume, cover letter and a writing sample of two paragraphs on the topic, "How does mental health relate to other aspects of health?" to:</p> <p>Alejandra Posada Director of Education and Training aposada@mhahouston.org No phone calls, please.</p>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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