

Job Title	Marketing- Program Awareness Coordinator
Employer/ Agency	Depression and Bipolar Support Alliance Greater Houston
Job Description	<p>Depression and Bipolar Support Alliance (DBSA) Greater Houston provides free peer support groups throughout the Greater Houston area. Our support groups assist individuals in managing symptoms of Depression and Bipolar Disorders. Our groups are also open to family and friends for support.</p> <p><u>Responsibilities:</u></p> <ul style="list-style-type: none"> • Proactively conduct face-to-face visits with mental health providers and their employees so they will refer patients to DBSA support groups and help DBSA expand its referral sources • Strategically participate in networking events to increase DBSA program awareness • Build DBSA relationships with influencers within the Greater Houston area who will encourage people to attend DBSA support groups • Make presentations to community organizations • Disseminate information to the DBSA Program Department for the creation and implementation of successful program awareness strategies and evaluation methods • Manage DBSA Greater Houston healthcare provider relationships within assigned territory and report all activities to VP of Programs • Document activities in a professional, accurate and timely manner
Qualifications	<p>Required Qualifications and Skills:</p> <ul style="list-style-type: none"> • Excellent communication and presentation skills, both oral and written • Experience in calling on customers at a variety of call ports, including offices, community mental health centers and hospitals. • Strong time management and organizational skills • Ability and willingness to drive to multiple locations during the course of a day • Must have clean driving record, valid Texas driver's license, and reliable insured vehicle • Available to attend evening and weekend networking events • Ability to work well within a multidisciplinary team • Professional demeanor • MS Office • Healthcare marketing experience (preferred)
Salary/Hours	<ul style="list-style-type: none"> • Salary range: \$38K to \$42K, based on experience • 100% of medical, dental, vision and life insurance premiums paid by employer • Employer matching contribution to retirement plan; fully vested upon inception • Generous holiday, vacation and sick leave policy • Paid covered parking

Employer/Agency	Depression and Bipolar Support Alliance Greater Houston
Address	P O Box 27607
City, State, Zip	Houston, TX 77227
Contact Person	Jennifer Strich
Contact Title	Vice President of Programs
Telephone Number	713-600-1131
Fax Number	713-600-1137
Email Address	dbsahouston@dbsahouston.org
Application Method	Submit cover letter and resume via email or fax. No phone calls please.
Opening Date	02/01/2016

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