

<b>Job Title</b>	Program Coordinator (Grant-funded)
<b>Employer/ Agency</b>	National Alliance on Mental Illness (NAMI)-Greater Houston
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Coordinates existing programs to ensure fidelity to the NAMI model of care.</li> <li>• Helps verify that active teachers and volunteers are three-tier NAMI members.</li> <li>• Maintains and manages updated waiting lists to ensure that individuals waiting to attend classes are placed into a class as quickly as possible.</li> <li>• Responds to inquiries pertaining to NGH educational courses and related programs.</li> <li>• Communicates with potential students to provide information regarding NGH courses, support groups and any other additional resources they may request.</li> <li>• Responsible for all communications with class graduates.</li> <li>• Works closely with the Director of Education regarding the marketing and promotion of classes, support group meetings and community-wide events.</li> <li>• Assists in developing and disseminating promotional materials, flyers and press releases for outreach as needed.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in social work, psychology or related area.</li> <li>• Ability to manage multiple complex projects with competing deadlines.</li> <li>• Excellent interpersonal, organizational, and communication skills.</li> <li>• Ability to work in a team environment.</li> <li>• Ability to work with volunteers.</li> <li>• Proficiency in computer use, specifically Microsoft Office Products.</li> <li>• Knowledge of the broad spectrum of brain disorders.</li> <li>• Knowledge of federal, state, and local mental health and community-based services.</li> <li>• Demonstrated ability to work effectively with community partners.</li> </ul>
<b>Salary/Hours</b>	\$30,000/25 hours per week
<b>Employer/Agency</b>	NAMI Greater Houston
<b>Address</b>	3630 West Dallas, Suite 140
<b>City, State, Zip</b>	Houston, TX 77019
<b>Contact Person</b>	Angelina Hudson

<b>Contact Title</b>	Director of Education
<b>Telephone Number</b>	713.970.4489
<b>Fax Number</b>	713.970.4436
<b>Email Address</b>	<a href="mailto:abHUDSON@namigreaterhouston.org">abHUDSON@namigreaterhouston.org</a>
<b>Application Method</b>	Please email resume and cover letter to <a href="mailto:abHUDSON@namigreaterhouston.org">abHUDSON@namigreaterhouston.org</a> or fax to 713.970.4436. NO PHONE CALLS.
<b>Opening Date</b>	1/22/2015

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