

<b>Job Title</b>	Professional Development Specialist
<b>Employer/ Agency</b>	Mental Health America of Greater Houston
<b>Job Description</b>	<p><b><u>Purpose of Position</u></b> The Professional Development Specialist is responsible for coordinating all training efforts of the Center for School Behavioral Health, including Harvey-relief programming and management of the Emotional Backpack Project. This is a grant-funded position.</p> <p><b><u>Accountabilities</u></b></p> <ul style="list-style-type: none"> <li>• Manage all elements of the Greater Houston Community Fund Harvey Relief Grant, including coordinating with grant partners, planning and scheduling trainings, communicating with training participants, managing evaluations, and other elements required by the grant.</li> <li>• Market, coordinate and facilitate children’s mental health educational presentations and trainings, including Youth Mental Health First Aid.</li> <li>• Develop training materials, curricula, and presentations as needed, as well as research and improve existing materials.</li> <li>• Manage the Emotional Backpack Project, including recruitment of schools, scheduling of train-the-trainer days, coordination with participating schools, evaluation, and other program elements.</li> <li>• Assist the Assistant Director of the Center in planning the Center’s Annual Conference.</li> <li>• Establish and maintain a presence in the community, conducting outreach and networking to foster collaborative relationships and to market the services of the Center.</li> <li>• Prepare, or assist with the preparation of, internal and external reports for programmatic areas managed by this position.</li> <li>• Work collaboratively with team members to ensure quality and success of Center programming and services.</li> <li>• Assist the Director of the Center on matters concerning budget and funding of programmatic areas managed by this position.</li> <li>• Perform other duties as assigned by the Director of the Center.</li> </ul>
<b>Qualifications</b>	<p><b><u>Required Qualifications</u></b> Master’s degree in education, social work, psychology, or Bachelor’s degree and experience in a related field. Minimum 3-5 years program management or related experience. Experience developing and implementing trainings and/or professional development for adults. Excellent written and oral communication skills. Excellent interpersonal skills; ability to represent the organization in a positive, professional manner in the community and to build and maintain professional relationships in the community. Excellent organizational skills and attention to detail; ability to manage multiple projects, high degree of attention to detail and accuracy. Understanding of student mental health</p>

	<p>issues. Ability to work independently and cooperatively. Command of Microsoft Office applications and usage of a database.</p> <p><b><u>Preferred Qualifications</u></b>          Previous experience working in school settings. Experience planning and implementing conferences. Website management and marketing experience</p>
<b>Salary/Hours</b>	Salary TBD. Hours: Monday-Friday 8:30 am – 5:00 pm
<b>Employer/Agency</b>	The Center for School Behavioral Health at Mental Health America of Greater Houston
<b>Address</b>	2211 Norfolk St. #810
<b>City, State, Zip</b>	Houston, TX 77098
<b>Contact Person</b>	Judith Drummond
<b>Telephone Number</b>	713-523-8963
<b>Email Address</b>	<a href="mailto:jdrummond@mhahouston.org">jdrummond@mhahouston.org</a>
<b>Application Method</b>	To apply, please email a cover letter and resume to Judith Drummond at <a href="mailto:jdrummond@mhahouston.org">jdrummond@mhahouston.org</a> . <b>No Phone Calls Please.</b>
<b>Opening Date</b>	Immediately

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