<table>
<thead>
<tr>
<th>Job Title</th>
<th>Program Associate</th>
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<tr>
<td>Employer/ Agency</td>
<td>re:MIND</td>
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Job Description

The Program Associate provides support to the Program Manager and team in all areas that foster effective leadership and direction for the support group program.

DUTIES AND RESPONSIBILITIES:

I. Program Support
- Effective timeline management with the ability to meet target due dates for monthly invoicing and program data entry.
- Support coordination of special programming to support outreach and engagement efforts.
- Support logistical event planning (meeting/event coordination; reservation management; etc)
- Support evaluation of all program activities and quality improvement activities.

II. Facilitators
- Document and maintain facilitator personnel files (paper and database).
- Assist in completion of quarterly chart audits.
- Review and process invoices as assigned.

III. Inquiries
- Assist staff in answering calls and emails.
- Provide referrals as needed.

IV. Programs and Evaluation
- Attend all related committee meetings as assigned by Program Director.
- Assist in development of new ways to evaluate and increase the effectiveness of groups/facilitators/program.
- Assist Program Director with annual participant and facilitator satisfaction surveys.
- Assist Program Staff in other areas as requested by Program Director or for special programs.

I. Marketing and Networking
- Assist Program Managers in identifying site locations in need of additional marketing and solicit board, facilitator, and community partners for marketing support.

Updated: 1/21/2020
- Assist Program Director in establishing collaborative partnerships in the mental health community.
- Advocate and educate the community regarding depression and bipolar disorders, including attending health fairs and networking events when requested.
- Periodic travel as needed.

Qualifications

Bachelor’s degree in a relevant field such as social science, health care management, international studies, marketing, or foreign language.
- Knowledge of a wide array of community resources.
- Ability to work well in a small office, requires teamwork, excelling in planning, input and evaluation.
- Ability to manage multiple projects in a time sensitive fashion.
- Strong communication and outreach skills.
- Must have excellent organizational and critical thinking skills.
- Required: Computer skills in MS Office and ability to learn new programs.
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<thead>
<tr>
<th><strong>Salary/Hours</strong></th>
<th>$38,400.00/year</th>
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<tbody>
<tr>
<td><strong>Employer/Agency</strong></td>
<td>re:MIND</td>
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<tr>
<td><strong>Address</strong></td>
<td>PO Box 27607</td>
</tr>
<tr>
<td><strong>City, State, Zip</strong></td>
<td>Houston, TX 77227</td>
</tr>
<tr>
<td><strong>Fax Number</strong></td>
<td>(713) 600-1137</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:info@remindsupport.org">info@remindsupport.org</a></td>
</tr>
<tr>
<td><strong>Application Method</strong></td>
<td><a href="https://www.remindsupport.org/forms/job-application/">https://www.remindsupport.org/forms/job-application/</a></td>
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<td><strong>Opening Date</strong></td>
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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.