

Job Title	Program Associate
Employer/ Agency	re:MIND Depression & Bipolar Support
Job Description	<p>The Program Associate provides support to the Program Director and team in all areas that foster effective leadership and direction for the support group program.</p> <p>I. Program Support</p> <ul style="list-style-type: none"> • 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. <p>II. Facilitators</p> <ul style="list-style-type: none"> • Document and maintain facilitator personnel files (paper and database). • Assist in completion of quarterly chart audits. • Review and process invoices as assigned. <p>III. Inquiries</p> <ul style="list-style-type: none"> • Assist staff in answering calls and emails. • Provide referrals as needed. <p>IV. Programs and Evaluation</p> <ul style="list-style-type: none"> • 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. <p>I. Marketing and Networking</p> <ul style="list-style-type: none"> • Assist Program Managers in identifying site locations in need of additional marketing and solicit board, facilitator, and community partners for marketing support. • 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	<ul style="list-style-type: none"> • 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.
Salary/Hours	Salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.

Employer/Agency	re:MIND Depression & Bipolar Support
City, State, Zip	Houston, TX
Application Method	https://www.remindsupport.org/forms/job-application/
Opening Date	Immediate

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.