

Job Description: Program and Training Coordinator

Reports to: Executive Director

Objective: Holds primary responsibility for managing NAMI Maryland programs directly and in collaboration with affiliate organizations

Major Areas of Responsibility:

1. Coordinate statewide and regional trainings to train stakeholders to lead NAMI Programs at the grassroots level.
2. Work with NAMI Maryland staff and local affiliate and program leaders on program planning and outreach.
3. Coordinate recruitment and screening for National Trainings of state NAMI program trainers with advice of program leaders and others.
4. Assist NAMI Maryland staff and volunteers with program outreach, planning and implementation statewide and local.
5. Support NAMI Maryland leaders and affiliates in program outreach, planning and implementation with the assistance of NAMI Maryland staff.
6. Coordinate regular assessment of NAMI programs in Maryland and assist NAMI Maryland staff, volunteers and affiliate program leaders to maintain quality assurance, fidelity to NAMI program models, diversity and ensure robust attendance and graduation rates.
7. Assist in recruitment and supervision of volunteers and interns working on NAMI Maryland programs and projects.
8. Assure data collection and tracking on NAMI programs. Compile program reports including grant deliverable reports.
9. Project training expenditures on an ongoing basis and ensure purchases and receipts are timely and accurately recorded.
9. Other duties as assigned by the Executive Director from time to time.

Key Qualifications:

1. 3-5 years' experience plus Bachelor's degree
2. Knowledge of mental illness issues as they relate to individuals with mental illness and their families
3. Demonstrated commitment to working with persons with serious mental illness and their families
4. Strong organizational skills and attention to detail
5. Proven ability to motivate, supervise and delegate to volunteers and interns to assist in duties
6. Ability to work cooperatively with volunteers/interns, affiliates and individuals and groups with competing interests
7. Proven verbal and written communication skills is required
8. Experience interacting with persons with mental illnesses and their families
9. Experienced user of Microsoft Office including Word and Excel software as well as working knowledge of the internet is required
10. Experience working with constituent relation database systems or competence and intention to learn
11. Ability to work occasional weekend days as required for events and program trainings