

SAFE Administrative Coordinator

NAMI Keystone PA is hiring a part-time Administrative Coordinator (20 hours/week) to manage Allegheny County's Suicide Prevention Task Force! Known as SAFE (Suicide Awareness for Everyone), the coordinator will staff the Steering Committee and sub-committees, recruit representatives for committees, assist with suicide conference events and activities and represent SAFE at community events. In addition, responsibilities include responding to calls and emails and providing appropriate assistance for information and referral and frequent communication with external partners. The incumbent will also work with the NAMI Keystone PA team on website resources, social media, marketing and advertising coordination and education events. This position is hybrid – working remotely and coming into the office.

The incumbent must:

Have a passion for suicide prevention. Personal or family experience a plus.

Be knowledgeable and current about trends in suicide/suicide prevention. Maintain comprehensive inventory of resource materials for the website.

Ability to relate and effectively communicate with people from all economic, racial, age, ethnic and social groups.

Ability to motivate others

Working knowledge of Microsoft 360 and software packages

High school graduate with 5 years' experience or bachelor's degree in human services or other discipline.

NAMI Keystone is an equal opportunity employer.