

NOTICE OF AVAILABLE POSITION NAMI Keystone Pennsylvania

Education and Support Specialist

Job Summary: The Education and Support Specialist for NAMI Keystone PA will work closely with the Director of NAMI Signature Programs, and is responsible for coordinating, promoting, evaluating, teaching and/or recruitment of volunteer teachers and facilitators for NAMI's Signature Programs.

These programs include Family to Family; In Our Own Voice; Basics; Peer to Peer; NAMI Support Groups for Families and Connections; Homefront; Provider Education; Ending the Silence and other community programs. The incumbent will coordinate the training and presentation dates, times and locations and oversee the registration process and compile evaluative data for each class.

A major focus of this position is the recruitment of NAMI volunteers for training and facilitating the Signature programs. As a member of the NAMI Keystone Education team, the incumbent will establish strong relationships with the PA affiliates and assist with other programs and conferences that NAMI Keystone PA provides.

PROFESSIONAL EXPERTISE:

- Knowledge of NAMI and its mission.
- Excellent verbal and written communication skills, with the ability to relate to a diverse group of individuals or organizations in an effective manner.
- Demonstrate excellent listening skills.
- Ability to work independently with strong organizational skills.
- Must be able to represent NAMI Keystone Pennsylvania in an appropriate and professional manner at all times.
- Excellent presentation skills.
- Must be willing to participate as a team with NAMI Keystone staff.

QUALIFICATIONS:

Bachelor's degree and 2 years' experience in education, public speaking, volunteer coordination or any combination of experience and education. Family, personal or professional experience in the mental health field is required.

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Must possess current PA driver license, and have reliable, insured transportation.
- Must have current Act 33/34 clearances and FBI clearances

Send cover letter, resume, and salary requirements by September 30, 2023, to dference@namikeystonepa.org or mail to NAMI Keystone PA, 105 Braunlich Drive, Suite 200, Pittsburgh, PA 15237.