



Job Title:	Criminal Justice Diversion Coordinator
Position Type:	Full time
Compensation:	\$50,000-62,000

Location: Woburn, Massachusetts

Organization: NAMI Massachusetts

Organization Description: The National Alliance on Mental Illness of Massachusetts (NAMI Mass) is a statewide, nonprofit grassroots education, support, and advocacy organization dedicated to improving the lives of those affected by mental health conditions. Founded in 1982, our mission is to seek to improve the quality of life for people living with mental health conditions, their families, and their caregivers. We work to ensure that all people impacted by a mental health condition receive the support they need when they need it. We use our voices as people and families with lived experience to challenge discrimination and advocate for a more equitable and just world.

Position Summary: The Criminal Justice Diversion Coordinator will work to prevent the unnecessary arrest and incarceration of people with mental health conditions. This position will help support police departments and other first responders in engaging with people experiencing a mental health crisis through training programs and community-building between police, health providers, and other community stakeholders. This position supports our work to bridge the criminal justice and mental health fields.

Job Duties and Responsibilities:

- **Project Management**
 - Develop and oversee systems to monitor progress and manage all aspects of our criminal justice diversion work.
 - Set project goals, create work plans and timelines, and track program data.
 - Manage criminal justice diversion grant funding, including researching grant opportunities, writing proposals and reports, and ensuring timely submission of grant applications and reports.
 - Track and report on program data to current and potential funders.

- **Stakeholder Engagement**

- Build and maintain relationships with key statewide contacts, including local police departments, Emergency Service Providers (ESPs), CBHCs and other mental health providers, specialty court sessions, and Department of Mental Health (DMH) staff.
 - Build and maintain relationships with NAMI Mass affiliate members.
 - Provide technical assistance to cities and towns, including educational efforts and policy consultations.
- **Administrative Support**
 - Schedule and coordinate meetings, develop agendas, invite speakers, and manage follow up for all criminal justice diversion related work.
 - Support and attend Commissions, Councils, and Advisory Groups as assigned by Deputy Director of Policy, Advocacy, and Communications.
- **Advocacy and Outreach**
 - Support advocacy and media outreach efforts, including promoting NAMI Mass at relevant meetings and events.
 - Facilitate high-level and grassroots cross-systems consensus building, and mentor local NAMI Mass affiliate leaders to ensure peer and family voices are represented.
 - Prepare written reports and materials, including concept papers, advocacy pieces, grant applications, program evaluations, and informational handouts.
 - Assist with and participate in NAMI Mass events, such as Advocacy Day, the Annual Convention, and NAMI Walks.
 - Support the design and upkeep of the Criminal Justice Diversion web page on the NAMI Mass website.
- **Additional Responsibilities**
 - Complete other tasks as assigned by the Deputy Director of Policy, Advocacy, and Communications.

Qualifications:

- Bachelor’s degree in a related field (such as criminal justice, social work, communications)
- 1 – 3 years of experience working in law enforcement, a mission driven organization or in a role at the intersection of the mental health and criminal justice systems
- experience in mental health, grassroots advocacy, and nonprofits preferred
- Demonstrated knowledge of criminal justice and behavioral health issues
- Strong project management skills and experience in grant writing and management
- Excellent interpersonal and communication skills, with the ability to build relationships with diverse stakeholders
- Ability to produce high-quality written materials and reports.

- Experience in advocacy, public relations, and community outreach.
- Proven ability to work collaboratively with teams and manage multiple projects simultaneously

- **Competencies**

- Strong team player with effective collaboration skills organizational spaces
- Committed to diversity, equity and inclusion and aware of how personal identity impacts this work
- Self-motivated, capable of working independently and as part of a team
- Maintains professionalism and positive demeanor
- Skilled in conflict resolution and constructive feedback
- Embraces a growth mindset and holds self and others accountable
- Self-reflective with a focus on continuous improvement through mentorship and learning

- **Skills**

- Strong organizational and time management abilities
- Ability to prioritize and manage multiple tasks effectively

To Apply:

Please send an email to careers@namimass.org with your cover letter and resume. Applications will be taken on a rolling basis.

NAMI Mass does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.