

Director, Community Education & Outreach

Salary: \$70,000 - \$82,000

Are you an experienced program manager with a passion for mental health and education? Come join NAMI Mass and lead a team dedicated to creating and delivering impactful presentations and workshops on mental health that emphasize raising awareness, fostering understanding, promoting hope and recovery, and actively working toward destigmatization.

About Us:

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 people diagnosed with mental health conditions and their families. Founded in 1982, NAMI Mass is a leading voice on mental health issues in Massachusetts.

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.

We are guided by the following principles:

- 1) NAMI Mass acknowledges that mental health conditions do not discriminate based on race, ethnicity, gender, sexual orientation, socioeconomic or disability status.
- 2) NAMI Mass views mental health as a key component of overall health and core to who we are as people. We seek to empower everyone to talk about mental health freely and without shame.
- 3) People with mental health conditions can be more vulnerable to discrimination and violations of their human rights in our current systems, including in hospitals, congregate care settings, prisons, education systems, and the workplace, and we recognize the structural inequities shaped by our laws and policies.
- 4) We believe that people experience and understand the causes of mental health challenges in several ways. NAMI Mass recognizes the right of people living with a mental health condition to determine and name these causes.
- 5) NAMI Mass believes that "recovery" or "healing" from mental health challenges is real and possible, but that each person defines what this means individually.

About the Position:

As Director of Community Education & Outreach, you will oversee the administration of all programs housed under Community Education & Outreach, including the Criminal Justice Diversion Project, NAMI In Our Own Voice, NAMI Sharing Your Story with Law Enforcement, NAMI Ending the Silence, NAMI Smarts for Advocacy, Allies for Student Mental Health, and all new programming developed related to strengthening support for mental health conditions in schools, in the workplace, and through criminal justice diversion.

Key responsibilities include the following:

- Writes education curriculum, designs materials, develops workshop sessions, and presents workshops and trainings on mental health topics for a variety of audiences.
- Oversees scheduling of presentations and assignment of program volunteers.

- Attends introductory meetings with venues.
- Oversees the tracking and analysis of data for all Community Education & Outreach programs and the submission of all grant reports.
- Attends presentations and workshops to provide logistical support and feedback to program staff and volunteers.
- Collaborates with senior leadership on department planning, including new programs and annual budget.
- Supervises all department staff and volunteers.
- Oversees recruitment and vetting of volunteers.
- Plans and coordinates volunteer training.
- Builds and maintains strategic relationships and partnerships with stakeholders across the state.
- Represents NAMI Mass at resource fairs and other events, including delivering presentations and providing information and resources.
- Represents NAMI Mass on councils and advisory groups as appropriate.
- Oversees outreach planning and activities in Community Education & Outreach.

About You:

Our ideal candidate will have the following qualifications:

- Bachelor's degree required, Master's degree preferred in social work, counseling, education, psychology, or a related field
- At least five years' experience in education, curriculum development, and/or program management
- Experience supervising both staff and volunteers
- Experience writing and designing educational curriculum
- Willingness to use personal lived experience in presentations and programs, related to managing the employee's own mental health condition or supporting the mental health needs of a family member or friend
- A strong understanding of NAMI Mass programs, including NAMI In Our Own Voice, NAMI Sharing Your Story with Law Enforcement, NAMI Ending the Silence, NAMI Smarts for Advocacy, and Allies for Student Mental Health
- Deep commitment to diversity, equity and inclusion and consciousness of how your own culture, race, and identity are located in and may impact this work
- Excellent organizational and communication skills
- Ability to take initiative and work independently
- Keen attention to detail
- High level of proficiency in Microsoft Office 365 suite and Teams, Adobe Acrobat, Canva, and hosting virtual meetings
- Valid driver's license, good driving record, and access to a reliable vehicle
- Ability to travel to community locations as needed and conduct meetings, trainings, and public speaking engagements
- Proof of up-to-date COVID-19 vaccination is required for all NAMI Mass employees except those with a valid medical or religious exemption; employees with an exemption must submit negative PCR test weekly.

NAMI Mass provides a competitive pay and benefits package and a supportive environment. Our hybrid work schedule includes working remotely for up to two days per week.

To apply, email careers@namimass.org. Please include a cover letter stating why you are interested in this position and your salary expectations, your resume, and two writing samples.

NAMI Massachusetts is committed to building a diverse workforce and welcomes people of all cultures, races, identities, and experiences.

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.

Find out more about us at www.namimass.org.