



National Alliance on Mental Illness

NAMI

Mississippi

Regional Community Outreach Specialist
Contract Position
40 hours per week

Job Purpose

This position will work closely on micro and macro levels helping NAMI Mississippi better serve individuals living with a mental illness, their families, and other groups in the community impacted by mental illness.

Regional Community Outreach Specialist will be hired to organize, enhance and implement new and existing advocacy and outreach programs. This position will focus primarily on the following programs: NAMI Signature Education Programs, and new programs and services determined by NAMI Mississippi's strategic plan and community needs assessments in the appointed region.

The person in this position will participate as NAMI Mississippi's representative to various community groups/task forces that impact the identified special populations. The incumbent is responsible for providing support and education to individuals outside of the organization about various NAMI Mississippi programs by helping them find the appropriate program for their needs, and also assists program leaders with the administrative function of those programs to enhance education and outreach efforts in the appointed region.

Duties and Responsibilities

- Creates and maintains program outreach materials and the program websites
- Answers emails in a general/public NAMI Affiliate email account as assigned
- Provides logistics management for the annual training event for NAMI Mississippi trainers
- Coordinates classes, support groups and presentations within the appointed region
- Confirm registrations and ensure accurate links and preparation materials are sent to participants in advance of the sessions
- Provides technical support to affiliate leaders in relation to the programs
- Assists with research
- Generates purchase orders, check requests, and reimbursements requests in relation to program implementation
- Edits written materials
- Develops new concepts to revitalize NAMI programs in alignment with the NAMI Mississippi mission
- Maintains a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities
- Nurtures new and old relationships with collaborative partners
- Schedules regular outreach exhibitions and presentations in the community to promote NAMI Signature Programs
- Prepares accurate records and reports on the progress of assigned deliverables
- Assists in the organization of special events including donor/volunteer appreciation events and other fundraising initiatives
- Serve as a host assistant during scheduled sessions by facilitating the materials presentation, monitoring chat rooms, polls, questions, and answer sections to support the host during the session.
- Performs other duties as assigned

Qualifications

- Bachelor's degree preferred
- One to three years' experience in a similar role with a nonprofit preferred
- Customer service experience necessary
- Working knowledge of Microsoft Office Suite
- Experience with utilizing social media
- Strong written and verbal communication skills

Judgement and Decision Making

The work involves the performance of several related or sequential tasks or processes. While a person in this position may select from a limited number of alternative guidelines, tasks that deviate from established practices are referred to the supervisor. Work is performed under direct supervision.