



Building Hope for Recovery through Education, Support and Advocacy

Outreach Coordinator Job Posting 5-15-19

NAMI Stark County seeks a qualified, passionate and compassionate individual to serve as Outreach Coordinator. NAMI Stark County is a grassroots organization dedicated to providing education programs, support groups and advocacy to those impacted by mental illness.

DUTIES include:

- Working with individual, family member or loved one impacted by mental illness. Using your lived experience personally, family member or loved one impacted by mental illness.
- Community Outreach
 - Coordinate community outreach
 - Update Marketing materials
 - Coordinate social media marketing
 - Coordinate mass email marketing
 - Promote community awareness
 - Maintain outreach documentation
 - Community Presentations
- Answering the phone and providing support and referral to appropriate available community services and supports to peers and family members and maintain documentation
- Quarterly Monthly newsletter publication
- Member Moving Forward for Mental Health Walk Committee
- Other duties as assigned

121 Cleveland Ave. S.W., Canton, OH 44702
(330) 455-NAMI (6264) |
Email: namistark@namistarkcounty.org |
Web: www.namistarkcounty.org

QUALIFICATIONS:

- Lived experience personally, family member or loved one impacted by mental illness
- Demonstrated experience personally or with family members or loved ones impacted by mental illness
- Working knowledge of office procedures, including applicable computer software, including Google Docs, Outlook, Word and Excel
- Excellent oral and written communication skills, including ability to work collaboratively with public and private agency personnel at all levels
- Ability to interact efficiently yet compassionately with a sometimes-challenging clientele
- Ability to meet deadlines and to multitask when necessary
- Public speaking
- Familiarity with Stark County mental health services, social services, and nonprofit community
- Valid Ohio driver's license, transportation and availability for occasional travel

COMPENSATION:

Part-time contract position 20 – 24 hours per week. Hourly rate based on qualifications and experience.

Interested applicants should forward resume and cover letter to:

NAMI Stark County
Kay A. Raga
Executive Director
121 Cleveland Ave., S.W.
Canton, Ohio 44702
Phone: 330-455-6264
kraga@namistarkcounty.org

Send resume and cover letter by June 6, 2019