

## **Outreach Coordinator Position at NAMI Lane County**

The mission of NAMI Lane County is to improve the quality of life for individuals living with a mental health condition and their families, friends, and loved ones through support, education, and advocacy.

Position Title: Outreach Coordinator

### **Purpose:**

The Outreach Coordinator will:

- Oversee all of NAMI Lane County outward facing aspects of community engagement, marketing, outreach and communication
- Work directly with the Executive Director, staff, and volunteers including The Board of Directors to promote the programs and services of NAMI Lane County and to continually increase the understanding of mental health conditions in our community
- Represent NAMI Lane County in the community at all events and continually outreach on NAMI's behalf to share knowledge of our programs and services
- Manage the social media, website and other forms of communication and information for the community, including clients, volunteers and staff
- Provide in-person administrative support at the Resource Center

### **Hours/schedule:**

- This position is full time, non-exempt, 40 hours per week. The primary hours are Monday-Thursday 8am-5pm at the NAMI Lane County Resource Center. The remaining hours will be a combination of Fridays, evenings, and/or weekends and could be off-site.

### **Benefits:**

- Generous PTO package, including sick and vacation time accrual
- 13 paid holidays per year
- Organizational Mental Health Wellness week of paid time off in July annually
- 100% Employer-paid healthcare, including dental and vision
- IRS standard rate mileage reimbursement for outreach
- Simple IRA with employer match of up to 3%
- Employee Assistance Program through Cascade Health
- Student loan forgiveness support (through PSLF program)
- Employer-paid professional development and training opportunities

### **Essential Responsibilities:**

- Maintain all NAMI Lane County social media accounts and website
- Promote and represent NAMI Lane County at community events and presentations including in-person and online
- Assist with the planning and execution of NAMIWalks Lane County, including sponsorships and day of event coordination
- Contribute to e-newsletters and other outward facing communications

- Develop and schedule outreach publications
- Create flyers and posters for programs and services
- Ensure all outreach and marketing data is reported to the Development Director
- Support growth and development of NAMI Lane County through continued awareness
- Attend all staff meetings, event committee meetings, and meet regularly with Executive Director
- Grow community contacts with businesses, including financial support
- Maintain community resource brochures and materials
- Engage with community at various locations to share resources and information on NAMI Lane County
- Answer emails, phone, and assist walk-in clients at the Resource Center for 10 hours per week, including sharing community resources and NAMI Lane County programs and services, facilitating the library, clothing room, and food resources
- Other duties as assigned by Executive Director

**Required Skills:**

- 2 years working with businesses or organizations in marketing and outreach
- 1 year of experience maintaining social media for a businesses or organizations
- Experience tabling and promoting at events
- Experience with Microsoft Suite, Google Suite, Adobe, and Zoom
- A Bachelor's degree or commensurate experience
- Valid Oregon driver's license and reliable vehicle
- Pass a criminal background check
- Ability to sit, stand, carry items, and lifting items up to 25 lbs

**Desired Skills:**

- Bilingual/Bicultural
- Experience in the mental health field
- Lived mental health experience
- Non-profit volunteer experience
- Crisis de-escalation techniques and empathic listening
- Social justice experience

**Salary:** Starts at \$42,588

**Reports to:** Executive Director

**Non-Discrimination Policy:**

NAMI Lane County does not discriminate on the basis of race, color, ethnicity, national origin, religion, sexual orientation, gender identity, age, height, weight, physical or mental ability, veteran status, military obligations, socioeconomic status, familial status and/or marital status.

**To Apply:**

Send your cover letter, three references, and resume to Jennifer MacLean, Executive Director at [jennifermaclean@namilane.org](mailto:jennifermaclean@namilane.org) or mail it to 129 9th St. Springfield, OR 97477.

Only complete applications will be considered. Position open until filled.