

Program 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: Program Coordinator

Purpose: The Program Coordinator will:

- Oversee all aspects of NAMI Lane County programs, services, and volunteers
- Work directly with the Executive Director and staff to promote the programs and services of NAMI Lane County and to continually increase the understanding of mental health issues in our community
- Coordinate and manage the organization's volunteers including recruitment, training, retention and acknowledgment
- Organize, maintain, and execute all NAMI Lane County programs via Zoom and in-person
- 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:

- Plan and coordinate all programs and their activities for volunteer program leaders and participants
- Serve as liaison between volunteer program leaders and participants/clients, including leading and initiating meetings via phone, email, Zoom and/or in person

- Ensure implementation of organizational and programmatic policies, procedures, and programmatic roster
- Recruit, onboard, and train new volunteers for a variety of key roles within the organization
- Contribute to e-newsletters and other communications
- Provide programmatic roster and schedule information to Outreach Coordinator for outward-facing material development
- Ensure all program and volunteer data is reported to the Development Director in a timely manner
- Support growth and development of program infrastructure
- Attend all staff meetings, education committee meetings, and meet regularly with Executive Director
- Work with NAMI Oregon and NAMI National to ensure up to date program materials and training opportunities are being utilized
- Acknowledge volunteers regularly to ensure retention, including planning and participating in an annual volunteer appreciation picnic
- Maintain updated programmatic brochures and materials in Resource Center
- Oversee in-person programming at the Resource Center including Resource Library, Clothing Room, and Food For Lane County food resource program
- Answer email, phone, and assist walk-in clients at the Resource Center for 10 hours per week
- Other duties as assigned by Executive Director

Required Skills:

- 2 years experience working with volunteers
- Experience with office administration, management, and planning
- 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 and/or program development
- Lived mental health experience
- Non-profit volunteer experience
- Crisis de-escalation techniques and empathic listening
- Social justice experience

Salary: Starts at \$37,434

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 or mail it to 129 9th St. Springfield, OR 97477.

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