



## Lorain County

### **Community Outreach and Program Manager**

#### **Job Description**

This position supports the NAMI Executive Director by coordinating and managing community outreach activities and programs for NAMI Lorain County and the LOSS (Local Outreach to Suicide Survivors). This is a part-time (20 hours a week) salaried position with no benefits.

#### **Salary:**

- \$20,000 annually
- work schedule flexible mostly evening hours

#### **Knowledge and Skills**

- Knowledge of and working with diverse communities in Lorain County
- Knowledge of mental illness diagnosis and the mental health Recovery Model
- Strong writing and oral communication skills
- Exceptional Knowledge of Social Media
- Experience in teaching and facilitating training classes and groups
- Exceptional organizational and planning skills
- Bilingual skills preferred
- Availability to attend evening and weekend community events and meetings
- Ability to work well with trained community volunteers and client volunteers
- Mentorship skills
- Knowledge of non- profit business and culture
- Knowledge of and participation in the LOSS Program

#### **Education and Experience**

- Candidate should have a minimum of five years' experience in community relations, public affairs or related field
- A minimum of a Bachelor's Degree but Graduate Studies/Degree preferred

- A strong sense of compassion and understanding for those with mental illness and the belief in the recovery process

### **Typical Tasks and Duties**

- Create and implement a community outreach plan including supervising the activities and services provided by NAMI Lorain County
- Oversees all education and support group facilitators and activities of the class and groups
- Implements public mental health events
- Creates a quarterly newsletter to be distributed to NAMI members and Lorain County mental health non-profit agencies and organizations
- Publishes a monthly e-mail update of programs and services and community events
- Maintains all Social Media including Facebook, Twitter, Instagram and e-mail legal advocacy alerts
- Writes Press Releases as needed
- Attends NAMI Board Meetings
- Covers administratively for the Executive Director in his/her absence

**Please send resume and cover letter to:**

**NAMI Lorain County  
Clare Cygan Young  
6125 S. Broadway  
Lorain, Ohio 44053**

**Or email to: [ccygan-young@nami-lc.org](mailto:ccygan-young@nami-lc.org)**

**Resumes being accepted until July 20th**