Technical Assistance Associate

National Association of State Mental Health Program Directors (NASMHPD), Alexandria, VA

DUTIES AND RESPONSIBILITIES. The Technical Assistance Associate works with State Mental Health Authority (SMHA) administrators to assess, plan, and coordinate technical assistance (TA) needs and provides a wide range of administrative and program support activities. Tracks and analyzes TA needs and developments identified in communications and plans and facilitates resulting activities. May include planning, coordination, and provision of high-quality TA to individual states, territories, and the District of Columbia on a variety of public health topics and communications for mental health and associated human service systems.

QUALIFICATIONS. Master’s degree in Public Health, Public Policy Administration, or related field with at least two years of demonstrated work experience in communications, public health, behavioral health, or another related field. Bachelor’s degree and at least three to five years of work experience in communications, public health, behavioral health, or another related field may substitute for required master’s degree. Strong interest in public health, behavioral health, and related research disciplines (health, education, technology, forensic science, criminology, psychology) preferred.

Understanding of state mental health systems and the issues confronting these organizations at the national and state level. Knowledge of operations and key policy issues SMHA’s face, especially consumer issues, service delivery, cultural competency, and recovery-oriented care; and knowledge of practices that support the prevention of behavioral health problems and the fostering of resilience.

Demonstrated ability to work independently and manage multiple simultaneous projects is crucial. Qualified person should have a high degree of organization, self-sufficiency, critical thinking, strong interpersonal skills, consensus-building and independent judgment as there is extensive personal contact with individuals who have substantial impact on the Association. Demonstrated ability to deal with highly sensitive and sometimes confidential matters. Strong ability to efficiently analyze and synthesize information. Excellent writing skills, strong public speaking skills, excellent attention to detail and keen political instincts are essential. Must be able to work collaboratively with others as a “team player,” and to have the flexibility to perform a diverse array of tasks. Hands-on experience with a variety of software programs including Microsoft Office (Word, SharePoint, PowerPoint, Excel) and Adobe Products.

Experience managing AV systems and equipment for diverse types of presentations (e.g., in-person PowerPoint presentations; webinars; tele-conferences; videoconferences).

EQUAL OPPORTUNITY EMPLOYER. NASMHPD is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

APPLICATION PROCESS. Interested applicants should submit a letter of interest and a resume to:

Kathy M. Parker, Director of Human Resources
National Association of State Mental Health Program Directors (NASMHPD)
66 Canal Center Plaza, Suite 302, Alexandria, VA 22314
Email: kathy.parker@nasmhpd.org
https://www.nasmhpd.org/