JOE ANNOUNCEMENT
Program Specialist - Scheduling

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

DUTIES AND RESPONSIBILITIES. The Program Specialist provides a wide range of administrative and program support activities for the Transformation Transfer Initiative (TTI) and NASMHPD projects. This may include assistance with planning, scheduling, coordination, and provision of high-quality technical assistance to individual states, territories, and the District of Columbia on a variety of public health topics for mental health and associated human service systems in response to needs identified by the state mental health authorities.

QUALIFICATIONS. Bachelor’s degree and one to three years of demonstrated work experience required and strong interest in public health, behavioral health and related research disciplines (health, education, technology, forensic science, criminology, psychology) preferred. AA degree and three to five years’ experience may substitute for Bachelor’s degree. 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; video-conferences).

Excellent communication skills, including ability to write and edit documents. Excellent phone manner and ability to deal discretely, effectively and maturely with sensitive information. Must have strong skills in coordinating tasks with others and exceptional skills in time management and organizational planning. Excellent attention to detail is also 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. Knowledge of the role of federal government and state public offices in public mental health policy development.

Knowledge of state mental health systems and the issues confronting these organizations at the national and state level. Knowledge of effective TA techniques used in public mental health settings (e.g. long-distance learning, consensus-building conferences).

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)
675 N Washington St Ste 470, Alexandria, VA 22314
Email: kathy.parker@nasmhpd.org
https://www.nasmhpd.org/