



Program Coordinator

Center for School Behavioral Health

January 2019

Purpose of Position

The Program Coordinator provides programmatic and administrative support for the Center for School Behavioral Health at Mental Health America (MHA) of Greater Houston.

Key Areas of Responsibility

- Coordinate logistics for meetings and events including registration, preparation of supplies and materials, securing of event spaces, meeting/event planning and setup, etc.
- Maintain program-specific contact lists and manage a public program-specific directory.
- Coordinate the provision of continuing education units (CEUs) for educational events, including keeping organized files of all required CEU documentation.
- Coordinate and track the distribution of educational literature, including processing orders for literature, packing literature to be mailed, and invoicing for literature and shipping/handling fees as needed.
- Create, or assist with the creation of, documents/publications such as marketing materials and reporting documents; assist with the creation and maintenance of relevant pages on MHA of Greater Houston's website; draft informational/educational documents as assigned.
- Take meeting notes/minutes as assigned; type up notes/minutes in an organized fashion.
- Perform data entry (e.g., from event evaluations) with accuracy; accurately enter and maintain data in program database; run reports from database as needed.
- Work with the Center's Evaluation Specialist to ensure streamlined and consistent processes for tracking and managing program data.
- Conduct trainings on mental health, trauma-informed strategies, and suicide prevention as needed.
- Seek out/research information on various topics/issues relevant to school behavioral health as assigned.
- Provide additional administrative and programmatic support as needed, including back-up support for administrative duties generally performed by other staff members.
- Assist with project management responsibilities: plan, organize, schedule, and lead team, equipment and activities required to meet event deadlines, such as the annual conference and art showcase.
- Other duties as assigned.

Qualifications

- Bachelor's degree, preferably in education, health, psychology, social work, sociology, or a related field
- One to two years of relevant work experience, including experience providing administrative or programmatic support, and experience training/teaching adults preferred
- Strong written and oral communication skills
- Strong interpersonal skills; ability to represent the organization in a positive, professional manner
- Superior organizational skills; ability to manage multiple responsibilities; high degree of attention to detail and accuracy
- Ability to work independently with minimal supervision as well as collaboratively
- Experience and competency working in a team-based environment
- Facility with Microsoft Office applications and usage of a database
- Must have own transportation and ability to travel for meetings and programs within local and regional area; must be able to lift/move up to 20 lbs.

Supervision Received

The Program Coordinator is supervised by the Associate Director of the Center for School Behavioral Health and receives direction from various Center for School Behavioral Health Staff.

Applying

To apply, please email a cover letter and resume to careers@mhahouston.org. **No Phone Calls Please.**