



Professional Development Specialist Center for School Behavioral Health

January 2019

Purpose of Position

The Professional Development Specialist is responsible for coordinating all training efforts of the Center for School Behavioral Health, including management of the Emotional Backpack Project.

Accountabilities

- Market, coordinate and facilitate children's mental health educational presentations and trainings, including Youth Mental Health First Aid.
- Develop training materials, curricula, and presentations as needed, as well as research and improve existing materials.
- Manage the Emotional Backpack Project, including recruitment of schools, scheduling of train-the-trainer days, coordination with participating schools, evaluation, observing and coaching of facilitators, and other program elements.
- Utilize knowledge of current trends, programs, and needs in the school behavioral health field to inform the Center's programmatic work.
- Plan additional events and programs in the community, such as film screenings, panel discussions, etc., as needed.
- Work collaboratively with the Center's existing Professional Development Specialist to ensure all trainings and meetings are coordinated seamlessly.
- Assist the Associate Director of the Center in planning the Annual Conference.
- Establish and maintain a presence in the community, conducting outreach and networking to foster collaborative relationships and to market the services of the Center.
- Prepare, or assist with the preparation of, internal and external reports for programmatic areas managed by this position.
- Work collaboratively with team members to ensure quality and success of Center programming.
- Assist on matters concerning budget and funding of programmatic areas managed by this position.
- Perform other duties as assigned by the Associate Director of the Center.

Required Qualifications

Master's degree in education, social work, psychology, or Bachelor's degree and experience in a related field. Minimum 2-4 years program management or related experience. Experience developing and implementing trainings and/or professional development for adults. Excellent written and oral communication skills. Excellent interpersonal skills; ability to represent the organization in a positive, professional manner in the community and to build and maintain professional relationships in the community. Excellent organizational skills and attention to detail; ability to manage multiple projects, high degree of attention to detail and accuracy. Understanding of student mental health issues. Ability to work independently and cooperatively. Command of Microsoft Office applications and usage of a database.

Preferred Qualifications

Previous experience working in school settings. Experience planning and implementing conferences.

Supervision Received

The Professional Development Specialist is supervised by the Associate Director of the Center for School Behavioral Health at Mental Health America of Greater Houston.

Applying

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