



**Program Manager
Family Support Groups and Education Programs**

80%/ (32 hour per week) exempt position / 58,240 annualized salary
Paid vacation, sick leave and holidays
Location / San Rafael, with travel to communities within Marin County

About NAMI

NAMI, the National Alliance on Mental Illness, Marin County is the local affiliate of the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness and their families.

Through the efforts of dedicated volunteers, board members, and Executive Director, NAMI works to 1) Collaborate with Marin County mental health stakeholders to advocate for families of those affected by mental illness, reduce stigma, and work toward improved access to and quality of mental health treatment; 2) Offer education and support programs provided by NAMI National as well as those customized for our local community; 3) Help families and individuals navigate the mental health resources and services available in Marin County; and 4) Maintain a strong operational foundation by being financially self-sustaining with a highly engaged and well-trained volunteer base.

Position Summary

The Program Manager works closely with the Executive Director and is responsible for effectively managing the objectives of the Marin Chapter of NAMI Family Support Groups and Education Program, including promoting a broad selection of County-wide evidence-based education and support programs; recruiting and training a diverse group of facilitators to provide culturally and linguistically appropriate family support; and evaluation and reporting of the program's success in attaining performance objectives and meeting service needs of individuals with mental illness and their families.

Responsibilities

- Implement and manage the Mental Health Services Act (MHSA) Family Support Groups and Education Program grant objectives. Set and monitor benchmarks to ensure meeting of grant deliverables.

- Work closely with the Executive Director on the evaluation and reporting of the program's success in attaining performance objectives and meeting service needs of individuals with mental illness and their families.
- Recruit 30-40 family members from diverse racial/ethnic backgrounds and geographical areas of Marin County, and some individuals familiar with the Substance Use System of Care, to be facilitators for groups.
- Implement and provide management support of (four) facilitator trainings for NAMI National's evidence-based program of Family-to-Family and Family Support Groups within 1st 20 months of grant.
- Manage monthly Spanish-language Family Support Groups, reaching or exceeding participation goals.
- Develop pre-and-post surveys and other feedback systems for facilitators to assess the productivity of the programs and track progress.
- Develop culturally appropriate print and digital outreach materials in both English and Spanish that promote programs to family members and facilitators throughout Marin County; develop and implement a distribution strategies.
- Partner with local affiliates to ensure pathways of referrals for facilitator training are clear and accessible.
- Ensure the family support and education opportunities comply with The Americans with Disabilities Act of 1990 (ADA) which requires that all of the County of Marin's programs, services, and activities be accessible to and usable by individuals with disabilities.
- Perform other duties as needed or required, including providing group facilitation.

Qualifications

- Bachelor's degree minimum, and/or 3 to 5 years of professional experience, ideally in non-profit, mission-driven organizations. Experience, certification or training in mental health advocacy preferred.
- Passion and commitment for the NAMI mission; familiarity with NAMI programs and services.
- Working knowledge of the County of Marin mental health system and awareness of the challenges of helping community members access and take advantage of mental health services.
- Experience with evidence-based family support programs; and with leading and facilitation of groups and training programs.
- Outstanding organizational, project management and communication skills.
- Experience with grants management and implementation preferred.
- Cultural competency and demonstrated experience engaging diverse groups. Commitment to diversity, equity and inclusion.
- Written and verbal fluency in English and Spanish strongly preferred.
- Technological fluency, including to operate in a virtual or hybrid operation.
- Experience with grant implementation preferred.
- Adaptable, dependable, and self-directed. Able to work with minimal supervision.
- Strong time management skills and able to work with minimal supervision and direction.

- Ability to exercise judgment and discretion when handling confidential information. Strong problem-solving skills and analytical abilities.
- Must have access to a vehicle and valid driver's license.
- Lived experience as a family member of a loved one with mental illness (required of NAMI national for support group facilitation).
- Preferred: Familiarity with County of Marin services and resources, including the Public Behavioral Health System which serves Marin Medi-Cal beneficiaries and low-income uninsured community members with mental health and/or substance use conditions, older adult caregivers who need increased support, and Family members in Marin City, West Marin, and the Canal neighborhood of San Rafael.

COMPENSATION AND BENEFITS

- 80% exempt position (32 hours/week)
- 58,240 annualized salary
- Paid vacation, sick leave and holidays

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This job operates within a professional office environment and also requires driving within the county to varied community organizations and work locations. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and scanners. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to hold, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 25 pounds. The position requires the ability to operate/drive an automobile.

To Apply:

Submit resume and a cover letter summarizing why you are interested in the position to jobs.namimarin@gmail.com. No phone calls please. Cover letter required for review of application.

For additional information: <https://www.namimarin.org>

NAMI is proud to be an equal opportunity employer and is committed to creating a diverse and inclusive workforce.