

Submit a cover letter and resume to [info@namisolano.org](mailto:info@namisolano.org) for consideration, applications will be reviewed on a rolling basis until this position is filled.

The National Alliance on Mental Illness (NAMI) Solano County is a grassroots organization, incorporated in 1985, dedicated to improving the lives of families and individuals affected by mental illness. NAMI Solano County is an affiliate of NAMI National and NAMI California. With renowned programs, classes, dedicated volunteers, workshops and conferences, publications and online resources, we work to improve the lives of those affected by mental illness. Our mission encompasses education, support, outreach, and advocacy.

### Overview

The Volunteer and Education Program Coordinator position is a non-exempt, 24-hours/week position. The position's purpose is to (1) manage volunteer resources to assist in the delivery of the organization's programs and services and (2) provide support to NAMI's education programs including outreach, partnership, and recruitment efforts, as well as logistical support to ensure successful program service delivery.

### Responsibilities

- Plan and develop NAMI Solano County's volunteer programs and services
- Recruit and onboard volunteers and peer/family program leaders. Mentor volunteers as needed
- Collaborate with Community Partners; build new partnerships in underserved communities and faith communities
- Attend outreach events to promote NAMI Solano County services and programs.
- Collaborate with Peer Coordinator to provide logistical support and coordination for NAMI programs to underserved communities in Solano County
- Improve communication materials that support program activities, including newsletters
- Support education programs with various administrative tasks, including emails and mailing of class materials to participants
- Maintain flexibility by taking on tasks to provide additional education program support as new organizational needs are identified

### Education, Experience, Skills

- A commitment to help support families and individuals affected by mental illness.
- Volunteer management experience is preferred.

- Knowledge of current trends, resources, and information related to volunteerism is required. Professional development will be encouraged and supported.
- Experience working in historically marginalized, underserved communities and organizations
- Experience developing partnerships with community organizations and collaborating as part of a team
- Demonstrates written and oral communication skills, including Word, Excel and PowerPoint.
- Demonstrates skills in areas of customer service, project coordination, team leadership, and problem solving.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Fluency in two or more languages is a plus; Spanish and Tagalog speaking candidates are encouraged to apply.

***NAMI is proud to be an equal opportunity employer and is committed to creating a diverse and inclusive workforce. NAMI prohibits discrimination and harassment against any employee or applicant for employment because of race, color, religion, sex, national origin, marital status, age, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, childbirth or related medical conditions, genetic information or any other legally protected group status. We also provide reasonable accommodation for candidates with a disability.***