



National Alliance on Mental Illness

# NAMI Marin County

## Job Description

**Title:** Community Engagement Manager

**Classification:** Non-exempt, (30-40 hours week)

**Rate of Pay:** 32.00 - 35.00 hour, based on experience and skill

**Benefits:** Paid time off and medical premium contribution

**Location:** Hybrid- Mostly remote & 555 Northgate Drive, Suite 101, San Rafael, CA

## Position Summary

Under the direction of the Executive Director, the **Community Engagement Manager** is responsible for managing and implementing strategies around community relations, marketing, communication, content creation, and event facilitation.

The Community Engagement Manager is also responsible for the administration of NAMI Marin's small office, and for providing a range of skilled administrative and program support functions.

## Responsibilities

### Community Engagement/Communications:

- Responsible for crafting NAMI Marin communications and promoting events such as General Meetings, Virtual Learning Tables, NAMI Walks, Storytelling Events, CBT Workshops and more
- Support communications, preparation and distribution of electronic and print Newsletters and Annual Reports. Including working with printer(s) for submission and receipt of printed materials
- Create compelling graphics for promotional materials such as flyers, email marketing templates, social media posts, presentations and reports
- Leverage email marketing (Mailchimp), website announcements, public service announcements and social media to promote important events
- Responsible for community outreach and acting as liaison for our 'Speakers Bureau' of storytellers, family members, county officials and outside organizations for NAMI Marin programming and events
- Maintain a shared programmatic calendar for NAMI Marin
- Recruiting speakers, scheduling and hosting various Zoom events (internal and external), setting up registration, surveys, and providing technology and facilitation support as needed
- Assist with grant management for our Storytelling contract, including scheduling and supporting speakers, as well as tracking evaluations for grant reporting

### Office/Administration:

- Provide general office administration including but not limited to processing mail; remotely responding to incoming calls and forwarding timely messages to appropriate individuals; maintaining program and office supplies and equipment; streamlining, updating, and maintaining hardcopy and electronic file storage systems, files, and materials
- Coordinate with building management regarding scheduling conference room as needed
- Provide timely website updates, including adding/posting and deleting dated information
- Provide organizational and administrative support of NAMI annual and major events, including NAMIWalks
- Manage company email account [info@namimarin.org](mailto:info@namimarin.org)
- Special projects and other duties and tasks as assigned /directed by the Executive Director

### **Qualifications**

- Strong written and verbal communication skills, with excellent listening and interpersonal skills
- Highly proficient technical skills including electronic file storage and communication systems, internet, office software (G-Suite, Microsoft Word, Excel, and office systems (phone, printer, video equipment, etc.)
- Growth mindset- ability to learn new software, tools and computer systems
- Highly proficient in remote and hybrid environments
- Organized, resourceful and demonstrates good judgment and problem-solving skills
- Self starter, adaptable, and dependable. Able to move between varied tasks and responsibilities
- Excellent attention to detail and accuracy
- Strong time, task, and project management skills
- Collaborative team working style
- Commitment to the mission, vision, and values of NAMI Marin
- Commitment to diversity, equity, and inclusion
- Ability to exercise judgment and discretion when handling confidential information

### **Work Role/Level of Authority and Representation**

Independent external communications or decisions on behalf of NAMI are limited to:

- Routine established day-to-day procedures and communications tied to carrying-out usual tasks and assignments. All other communications and decisions require advance review and approval of supervisor, or supervisor instructions

### **Work Environment/Physical Requirements**

This job operates remotely and within a professional office environment. It 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.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**TO APPLY: Send resume with cover letter that summarizes your interest in NAMI Marin and your job-related experience to [jobs@namimarin.org](mailto:jobs@namimarin.org). A cover letter is required for review of your application.**