

NAMI Miami-Dade Youth Programs Manager

Submit cover letter (required) and resume to Careers@NAMIMiami.org

Position is available immediately.

Position Summary: The Youth Programs Manager oversees and provides all aspects for the “Ending the Silence” Youth Mental Health Education and Awareness programs to students and families throughout Miami-Dade County. This is a successful national evidence-based program that is embedded in the curriculum of Miami Dade County Public Schools. See full job description below.

Bilingual: fluent in English and Spanish

Position is exempt full time 40 hours/week

Salary: up to \$50,000/yr based on experience

This is NOT a remote work position.

Location: in-person at our office at 299 Alhambra Circle, Coral Gables, FL 33134 with travel throughout Miami-Dade County (travel expenses paid by NAMI Miami-Dade)

Background Check & Drug Screening: All staff are required to pass a background check and may be asked to pass a drug screening test

Essential Duties and Responsibilities:

- Plan, develop, promote, and coordinate all aspects for the Ending the Silence “ETS” Youth Mental Health and Awareness program(s)
- The program is presented by a team of 2 stipend/volunteers presenters who have a personal experience as a peer and/or family member of a peer
- Recruit, interview, train, schedule and mentor ETS program presenters
- Develop and maintain close working relationship with schools, organizations, and faith communities
- Presents the program to schools, community organizations, and faith-based communities
- Collect, analyze, and report data; track progress
- Prepare written reports, and correspondence pertaining to the programs
- Collaborate with Community Partners; build new partnerships
- Participate in events, panel discussions, webinars and radio/tv interviews
- Attend community and outreach events
- Coordinate NAMI on Campus college program
- In conjunction with NAMI staff:
 - Ensure that grant deliverables are met by collecting and inputting data, tracking progress, and contributing to reports
 - Answer Helpline calls; co-facilitate support group or other program; assist with the annual MDC Walk for Mental Health Awareness, the annual Mental Health Film Festival (postponed due to Covid19), and other events
- Other duties as assigned

Travel: Some local travel to schools/organizations– must have reliable transportation; all travel expenses (incl. mileage/per diems) are paid by NAMI Miami-Dade.

Qualifications: (MUST provide an explanation in your Cover Letter)

- Bilingual: fluent in English and Spanish
- Bachelor's Degree Minimum plus 3 years working experience in a related field
- Must currently live in Miami-Dade, Broward or Monroe Counties
- Experience working in nonprofits, mental health, community outreach, or other applicable experience
- Experience working with middle, high school and college youth
- Experience in developing successful partnerships with community organizations
- Willingness to occasionally work evenings and weekends for presentations and outreach events
- Comfortable and familiar with public speaking
- Capable of quickly and independently learning online software and data management and communication tools, such as but not limited to Microsoft Office 365; Canva; CRM (Salsa training available)
- Must have reliable transportation

Preferences:

- Personal experience accessing resources and help to support your own mental health needs or the mental health needs of a family member or friend. **Please explain in your cover letter which will assist in being a preferred candidate.**
- Familiarity with NAMI programs and/or participation in one or more NAMI education programs or support groups
- Data collection and evaluation experience
- Success in working with volunteers

COVID-19 considerations:

- All 6 current staff have been fully vaccinated for Covid-19.
- All staff/volunteers that work in the office or make community presentations must be vaccinated for Covid -19.
- All staff/volunteers may be required to answer a daily wellness questionnaire.
- All guests are required to wear a mask, abide by social distancing guidelines and take a daily wellness questionnaire.
- Face masks are provided.
- We are growing. We are in the process of hiring 4 additional staff.

Physical Demands:

- While performing the duties of this position, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 40 pounds of materials and set up an outreach table.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Location: in-person located at our office at 299 Alhambra Circle, Coral Gables, FL 33134

Background Check & Drug Screening: All staff are required to pass a background check and may be asked to pass a drug screening test

Job Type: Full-time exempt 40 hours; position is in office/in-person with frequent travel within Miami-Dade

Salary: up to \$50,000/yr based on experience

Benefits: Paid Time Off/Vacation; Medical Insurance

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change.

We are an equal opportunity employer committed to being an inclusive workplace and strongly believe in the importance of having a diverse group of individuals represented.

NAMI Miami-Dade makes all hiring and employment decisions without regard to race, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, physical or mental disability, sexual orientation, sexual identity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential position functions.