### Job Title
Program Coordinator (Grant-funded)

### Employer/ Agency
National Alliance on Mental Illness (NAMI)-Greater Houston

### Job Description
- Coordinates existing programs to ensure fidelity to the NAMI model of care.
- Helps verify that active teachers and volunteers are three-tier NAMI members.
- Maintains and manages updated waiting lists to ensure that individuals waiting to attend classes are placed into a class as quickly as possible.
- Responds to inquiries pertaining to NGH educational courses and related programs.
- Communicates with potential students to provide information regarding NGH courses, support groups and any other additional resources they may request.
- Responsible for all communications with class graduates.
- Works closely with the Director of Education regarding the marketing and promotion of classes, support group meetings and community-wide events.
- Assists in developing and disseminating promotional materials, flyers and press releases for outreach as needed.

### Qualifications
- Bachelor’s degree in social work, psychology or related area.
- Ability to manage multiple complex projects with competing deadlines.
- Excellent interpersonal, organizational, and communication skills.
- Ability to work in a team environment.
- Ability to work with volunteers.
- Proficiency in computer use, specifically Microsoft Office Products.
- Knowledge of the broad spectrum of brain disorders.
- Knowledge of federal, state, and local mental health and community-based services.
- Demonstrated ability to work effectively with community partners.

### Salary/Hours
$30,000/25 hours per week

### Employer/Agency
NAMI Greater Houston

### Address
3630 West Dallas, Suite 140

### City, State, Zip
Houston, TX 77019

### Contact Person
Angelina Hudson
<table>
<thead>
<tr>
<th>Contact Title</th>
<th>Director of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Number</td>
<td>713.970.4489</td>
</tr>
<tr>
<td>Fax Number</td>
<td>713.970.4436</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:abhudson@namigreaterhouston.org">abhudson@namigreaterhouston.org</a></td>
</tr>
<tr>
<td>Application Method</td>
<td>Please email resume and cover letter to <a href="mailto:abhudson@namigreaterhouston.org">abhudson@namigreaterhouston.org</a> or fax to 713.970.4436. NO PHONE CALLS.</td>
</tr>
<tr>
<td>Opening Date</td>
<td>1/22/2015</td>
</tr>
</tbody>
</table>

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.