

Date Posted: 08/01/2011

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Education & Training Coordinator

**Employer/Agency:** NAMI Metropolitan Houston

**Job Description:** NAMI Metropolitan Houston is seeking a highly qualified Education and Training Coordinator. The individual who fills this position will be responsible for coordinating the youth and family programs designed to increase efficiency and effectiveness in mental health prevention, education, support, advocacy and intervention. This individual will also be responsible for coordinating volunteer services and training new volunteers.

**Qualifications:** The ideal candidate will have a Bachelor's degree and 3-5 years experience working in program development and/or volunteer services. Proficient in Microsoft Word and Excel required. Fluency in Spanish is preferred.

**Salary/Hours:** Salary DOE; Full-time

**Employer/Agency:** NAMI Metropolitan Houston  
**Address:** P.O. Box 66270  
**City, State, Zip:** Houston, TX 77266-6270

**Contact Person:** Jinneh T. Dyson, MS  
**Contact Title:** Executive Director  
**Phone:** 713-970-4419

**Application Method:** Submit resume and salary requirements to [jdyson@namimetrohouston.org](mailto:jdyson@namimetrohouston.org). Please include the title of the position in the subject line.

**Opening Date:** Immediately

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.*

*Thank you*