

Job Title	Program Specialist – Integrated Health Care Initiative
Employer/ Agency	Mental Health America (MHA) of Greater Houston
Job Description	<p>Mental Health America of Greater Houston is seeking a Program Specialist to provide overall support in planning, development, coordination, and execution of program and project activities, as well as build new relationships with key stakeholders as part of the Integrated Health Care Initiative at Mental Health America of Greater Houston.</p> <p>Responsibilities of the position include, but are not limited to</p> <ul style="list-style-type: none"> • Communicating with and coordinating activities among key program partners consultants, and other stakeholders. • Coordinating the planning, logistics, and implementation of meetings, events, and presentations including but not limited to registration, preparation of supplies and materials, and securing meeting space. • Facilitating and cultivating connections and communications among partners and other public/private organizations, and members of the community. • Leading and implementing all aspects of the Integrated Health Care Project ECHO Sessions including recruiting presenters and participants, communicating with all interested parties, and facilitating needs/requests for consultations. • Supports all aspects of the Integrated Health Care Initiative’s Breakthrough Series Collaboratives as the sole coordinator. • Providing real-time scheduling support, as well as composing and editing correspondence and presentations, preparing meeting agendas, minutes, and other materials. Takes the lead on coordinating trainings with internal staff and stakeholders. • Collecting, recording, and maintaining program data, ensuring accuracy for evaluation purposes and grant reporting. <p>www.mhahouston.org for more information.</p>
Qualifications	This position requires a highly motivated self-starter with a bachelor’s degree and a minimum of three years’ work experience supporting program planning, development, and growth. Experience in health care, behavioral health and/or integrated health care is essential. Skills include an exceptional level of organization; high degree of attention to detail and accuracy; high degree of customer focus to create a superior customer experience; skill in building and maintaining positive relationships with high level experts. Salesforce or other data management software a plus.
Salary/Hours	Full Time
Employer/Agency	Mental Health America (MHA) of Greater Houston
City, State, Zip	Houston, TX
Application Method	Submit cover letter and resume to careers@mhahouston.org . Include “IHCI Program Specialist” in Subject Line.
Opening Date	Immediate

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.