

<b>Job Title</b>	Program Associate
<b>Employer/ Agency</b>	re:MIND
<b>Job Description</b>	<p>The Program Associate provides support to the Program Manager and team in all areas that foster effective leadership and direction for the support group program.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <p>I. Program Support</p> <ul style="list-style-type: none"> <li>• Effective timeline management with the ability to meet target due dates for monthly invoicing and program data entry.</li> <li>• Support coordination of special programming to support outreach and engagement efforts.</li> <li>• Support logistical event planning (meeting/event coordination; reservation management; etc)</li> <li>• Support evaluation of all program activities and quality improvement activities.</li> </ul> <p>II. Facilitators</p> <ul style="list-style-type: none"> <li>• Document and maintain facilitator personnel files (paper and database).</li> <li>• Assist in completion of quarterly chart audits.</li> <li>• Review and process invoices as assigned.</li> </ul> <p>III. Inquiries</p> <ul style="list-style-type: none"> <li>• Assist staff in answering calls and emails.</li> <li>• Provide referrals as needed.</li> </ul> <p>IV. Programs and Evaluation</p> <ul style="list-style-type: none"> <li>• Attend all related committee meetings as assigned by Program Director.</li> <li>• Assist in development of new ways to evaluate and increase the effectiveness of groups/facilitators/program.</li> <li>• Assist Program Director with annual participant and facilitator satisfaction surveys.</li> <li>• Assist Program Staff in other areas as requested by Program Director or for special programs.</li> </ul> <p>I. Marketing and Networking</p> <ul style="list-style-type: none"> <li>• Assist Program Managers in identifying site locations in need of additional marketing and solicit board, facilitator, and community partners for marketing support.</li> </ul> <p>Updated: 1/21/2020</p> <ul style="list-style-type: none"> <li>• Assist Program Director in establishing collaborative partnerships in the mental health community.</li> <li>• Advocate and educate the community regarding depression and bipolar disorders, including attending health fairs and networking events when requested.</li> <li>• Periodic travel as needed.</li> </ul>
<b>Qualifications</b>	<p>Bachelor's degree in a relevant field such as social science, health care management, international studies, marketing, or foreign language.</p> <ul style="list-style-type: none"> <li>• Knowledge of a wide array of community resources.</li> <li>• Ability to work well in a small office, requires teamwork, excelling in planning, input and evaluation.</li> <li>• Ability to manage multiple projects in a time sensitive fashion.</li> <li>• Strong communication and outreach skills.</li> <li>• Must have excellent organizational and critical thinking skills.</li> <li>• Required: Computer skills in MS Office and ability to learn new programs.</li> </ul>

<b>Salary/Hours</b>	\$38-40,000.00/year
<b>Employer/Agency</b>	re:MIND
<b>Address</b>	PO Box 27607
<b>City, State, Zip</b>	Houston, TX 77227
<b>Fax Number</b>	(713) 600-1137
<b>Email Address</b>	<a href="mailto:info@remindsupport.org">info@remindsupport.org</a>
<b>Application Method</b>	<a href="https://www.remindsupport.org/forms/job-application/">https://www.remindsupport.org/forms/job-application/</a>
<b>Opening Date</b>	Immediate

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