



Santa Cruz County

NAMI Job Description
Diversity and Inclusion Program Coordinator
Bilingual required

September 2021: Applications accepted until position is filled.

HOW TO APPLY:

Please email the following items to info@namiscc.org:

- Resume
- A cover letter that briefly outlines why you are interested and qualified for the Diversity and Inclusion Coordinator position
- A one-two page writing sample that shows your expertise in community engagement or experience with underserved communities
- Three job references with contact information (References will not be contacted unless you are chosen for an interview.)
- **Only complete applications will be considered**

NAMI (The National Alliance on Mental Illness) of Santa Cruz County exists to educate, advocate, and support those affected by mental illness, their families, friends, and our community. We believe in creating compassion, hope, equity, and empowerment for all those with mental health conditions and their families. We have a dedicated Board of Directors, staff, talented teachers, peer leaders, and over 60 volunteers who together operate various nationally recognized programs and provide a range of compassionate services for families, clients, schools, providers, and the community. We serve 6,700 people a year.

Core Competency:

- Ability to promote compassion and equity for those with mental health conditions and their families.
- Bilingual, Native Spanish speaker (must be able to proficiently speak, read and write in Spanish)
- Friendly, outgoing, conscientious team player
- Excellent communication skills
- Ability to represent NAMI at community meetings and events
- Ability to create promotional materials on various platforms
- Ability to engage, train, honor, and motivate volunteers

• **SUMMARY:** The Diversity and Inclusion Program Coordinator, is responsible for assisting in the coordination of NAMI's programs, activities, and presentations. The position also provides support for NAMI's fund development and community engagement activities. The position reports to the Program Manager.

General Duties and Responsibilities:

- Work closely with the Leadership Team to ensure all of NAMI's programs, advocacy, and services reflect NAMI's mission, strategic plan, and goals.
- Maintain a family-friendly, culturally competent environment
- Work with the Program Manager to ensure the coordination of excellent NAMI programs guided by community need and NAMI policy.
- Work with the Program Manager to coordinate volunteers for all programs through outreach, training, evaluation
- Work with the ED and Program Manager to ensure contracts and grant obligations are being met for all programs
- Work with the Board and staff to support NAMI's general strategic direction and fund development.

Program Coordination

- Develop relationships with community partners to promote, schedule, and present NAMI presentations
- Provide outreach to Latinx communities and community partners countywide. Work to increase enrollment in NAMI's programs, including programming in Spanish
- Maintain ongoing communication with the volunteers, participants, trainers, and the Program Manager to manage and build the programs, and to ensure the quality of programs and services.
- Provide the materials, location, and support to the volunteers, participants, and trainers of NAMI's programs
- As assigned, supervise volunteers and staff on various projects

Volunteer Support

- Promote volunteer leadership throughout NAMI's programs and work with existing leaders to identify potential volunteers
- Outreach for new volunteers through community partners and organizations
- Coordinate best placement for interested volunteers
- Steward volunteer leadership in NAMI's programs including the Spanish language programs
- Help navigate families & peers on the phone in English and Spanish
- Coordinate trainings for a sufficient number of teachers, facilitators, and presenters for all programs
- Regularly meet with and support volunteers
- Develop meaningful ways to thank volunteers

Fund Development and Communication

In coordination with leadership, support all assigned aspects of NAMI's fund development efforts. This can include but is not limited to:

- Producing outreach and marketing materials
- Supporting the production of the NAMI newsletter and donor appeals
- Supporting the timely donor thank you process
- Supporting fundraising, volunteer, and donor events

Required Qualifications:

- Communicate in Spanish. Spanish language fluency will be assessed.
- Demonstrated excellent management and coordination skills including volunteer management
- Demonstrated excellent oral, and interpersonal communication skills.
- Attention to detail, excellent organizational skills, flexibility, and adaptability
- Experience in dealing with the public, including coordinating public presentations and supporting group facilitation.
- Proficient in the use of technology, including data entry and report writing, MS Office Suite, and email
- Ability to demonstrate diplomacy and tact while maintaining confidentiality working with volunteers, peers, donors, staff and Board Members.
- Ability to work occasional evenings and weekends.
- Ability to clear a criminal justice fingerprint background check and possession of a valid CA driver's license.
- Demonstrated respect of all individuals regardless of socio-economic background, culture, religion, sexual orientation, disability or gender.
- Requires a car, insurance, and clean DMV record for travel

Preferred Qualifications:

- Bachelor's degree or a minimum of two years of progressively responsible experience in the areas listed above, which may be substituted for an advanced degree. Experience with schools, youth, Latinx families, and the mental health field is a plus.
- Proficient use of InDesign, Canva and Mailchimp or the ability to learn these programs, desired.
- Expertise in volunteer management.
- Ability to translate flyers, emails, presentations, website in Spanish a plus.

Demonstrated Ability to:

- Establish and maintain effective, collegial working relationships with peers, volunteers, staff, the Board, and community.
- Adapt to a changing environment with the ability to respond to and manage with a calm, mindful approach.
- Be committed to NAMI's mission and goals.

COMPENSATION: \$25hr/Full time 32-40 hours a week,

Benefits: Negotiated reimbursement for health insurance

NAMI of Santa Cruz County is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, breastfeeding, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.