



JOB DESCRIPTION

TITLE: Program Associate

REPORTS TO: Program Director

SUMMARY: The Program Associate provides support to the Program Director and team in all areas that foster effective leadership and direction for the support group program.

DUTIES AND RESPONSIBILITIES:

I. Program Support

- Effective timeline management with the ability to meet target due dates for monthly invoicing and program data entry.
- Support coordination of special programming to support outreach and engagement efforts.
- Support logistical event planning (meeting/event coordination; reservation management; etc)
- Support evaluation of all program activities and quality improvement activities.

II. Facilitators

- Document and maintain facilitator personnel files (paper and database).
- Assist in completion of quarterly chart audits.
- Review and process invoices as assigned.

III. Inquiries

- Assist staff in answering calls and emails.
- Provide referrals as needed.

IV. Programs and Evaluation

- Attend all related committee meetings as assigned by Program Director.

- Assist in development of new ways to evaluate and increase the effectiveness of groups/facilitators/program.
- Assist Program Director with annual participant and facilitator satisfaction surveys.
- Assist Program Staff in other areas as requested by Program Director or for special programs.

I. Marketing and Networking

- Assist Program Managers in identifying site locations in need of additional marketing and solicit board, facilitator, and community partners for marketing support.
- Assist Program Director in establishing collaborative partnerships in the mental health community.
- Advocate and educate the community regarding depression and bipolar disorders, including attending health fairs and networking events when requested.
- Periodic travel as needed.

QUALIFICATIONS:

- Bachelor's degree in a relevant field such as social science, health care management, international studies, marketing, or foreign language.
- Knowledge of a wide array of community resources.
- Ability to work well in a small office, requires teamwork, excelling in planning, input and evaluation.
- Ability to manage multiple projects in a time sensitive fashion.
- Strong communication and outreach skills.
- Must have excellent organizational and critical thinking skills.
- Required: Computer skills in MS Office and ability to learn new programs.

SALARY AND BENEFITS: Salary commensurate with experience. Health and life insurance, retirement plan, vacation and holiday schedules are offered with employment.

re:MIND is an equal opportunity employer.

This job description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow any other instructions or perform any other duties as requested by re:MIND. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.