

The Program Assistant will help with the coordination of NAMI Southeast Minnesota programs and reports to Community and Family Program Manager.

**REQUIRED QUALIFICATIONS**

- Strong organizational skills
- Experience working with volunteers
- Ability to operate general office equipment
- Familiarity with Microsoft Office, website/social media and database operations
- Ability to work on a team or independently to complete projects within deadline
- Willingness to take on a wide range of responsibilities and duties
- Strong written and oral communication skills
- Ability to represent NAMI Southeast Minnesota professionally and respectfully

**PREFERRED QUALIFICATIONS**

- Experience working with individuals and families affected by mental illness
- Work experience in the nonprofit sector
- Member of NAMI Southeast Minnesota

**JOB RESPONSIBILITIES**

- Assist in planning and implementing NAMI Southeast Minnesota education programs, with priority given to Amplify, QPR (Question, Persuade, Refer) and Mental Health First Aid
- Maintain program calendar
- Conduct outreach to local businesses, faith-based institutions, nonprofit organizations, schools, colleges and other community groups about NAMI programs
- Respond to education requests
- Utilize and update the volunteer database to fulfill education requests with appropriately trained volunteers/staff
- Support presenters and teachers before, during and after presentations (example: gathering needed materials for presentation)
- Assist with recruitment and training of volunteers
- Review and record program evaluations to measure quality assurance and to determine need for updates and/or additional trainings
- Assist in creating and maintaining volunteer database using Volgistics
- Assist in administrative duties
- Other related duties as assigned

**HOURS**

This is a part time position with weekday hours. There may be some rare evening and weekend obligations. The Program Assistant is eligible for Paid Time Off (PTO).