



## **Part-Time Administrative Assistant, Community Education and Training Department**

The National Alliance on Mental Illness (NAMI) Massachusetts is a nonprofit grassroots organization dedicated to improving the lives of persons living with mental health conditions and their families. Founded in 1982 and obtaining 501(c)(3) status in 1999, NAMI Massachusetts has 17 local affiliates and more than 2,500 members throughout the state. We seek to improve public awareness and understanding of mental health conditions, and ensure that all people impacted by mental health conditions receive services in a timely fashion. We do this through our education and support programs, as well as advocacy efforts at the state and local levels.

The **Community Education and Training Department** provides high-quality education programs that increase awareness and break down stigma about mental health conditions. The department runs **five key programs**, in addition to general education and outreach efforts.

- **In Our Own Voice** – community education program delivered to a wide variety of audiences
- **Ending the Silence** – program for students in 6<sup>th</sup>-12<sup>th</sup> grade
- **Allies for Student Mental Health** – professional development program for K-12 teachers and school staff
- **Sharing Your Story with Law Enforcement** – program for police officers as part of Crisis Intervention Training
- **CEOs Against Stigma** – anti-stigma campaign for businesses

### **Essential Job Functions:**

- Manage all scheduling and logistics for presentations in our **five key programs** as follows:
  - Respond to email and phone inquiries, and collect information to schedule presentations
  - Maintain detailed Outlook calendars to track scheduled presentations
  - Email scheduled presentation details to confirmed presenters and venues
  - Prepare and mail materials to scheduled presenters on time
  - Maintain accurate presenter rosters in Excel
  - Create monthly presentation lists for each program
  - Contact potential speakers and provide details about the process and next steps
- Maintain detailed records of presentations in all education programs and enter data into Excel spreadsheets on a monthly basis
- Collect data from audience evaluation forms and enter into Google Forms and/or the NAMI National website on a monthly basis
- Assist program directors with preparation and logistics for new speaker trainings
- Support outreach efforts for all NAMI Massachusetts programs; other duties as assigned

**Location:** NAMI Massachusetts, The Schrafft's Center, 529 Main St, Suite 1M17, Boston, MA 02129

**Hours:**

- 20-25 hours per week
- Some flexibility to set work hours during our office hours Monday – Friday, 9 AM – 5 PM
- Requirement to attend weekly staff meetings on Wednesdays

**Minimum Qualifications:**

- Independent, self-starter with strong organizational skills and attention to detail
- Excellent writing skills and ability to communicate effectively via phone, email, and in-person
- Ability to use computers, printers, copiers, and other technology with minimal instruction
- Experience with MS Office (One Drive, Outlook, Excel, Word, and PowerPoint) and G Suite (Google Drive, Documents, Forms, and Sheets)
- Passionate about mental health education and eliminating stigma through storytelling
- Experience with data collection and reporting

**Preferred Qualifications:**

- Lived experience with a mental health condition or supporting someone with a mental health condition
- Previous experience with NAMI Massachusetts and our education programs

NAMI Massachusetts is committed to creating a diverse environment and is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.

**For consideration, please send cover letter and resume by September 13, 2019 to:**

**Ayanna Alimayu**, Office Manager  
NAMI Massachusetts  
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Boston, MA 02129  
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