



## **JOB DESCRIPTION**

### **Program Coordinator**

In 2003, the passage of the Illinois Children's Mental Health Act created the Illinois Children's Mental Health Partnership (ICMHP), a statewide group of leaders from state agencies and appointed members representing child advocacy groups, mental health agencies, parents, juvenile justice, professional associations, and other relevant groups. The Partnership is charged with developing and monitoring the implementation of a Children's Mental Health Plan for providing comprehensive, coordinated mental health prevention, early intervention, and treatment services for children from birth to age 18, and youth ages 19-21 who are transitioning out of key public programs.

#### **GENERAL SUMMARY OF POSITION RESPONSIBILITY:**

The Program Coordinator assists ICMHP staff and committee leadership by assuming responsibility for programmatic functions of the Partnership, and providing leadership in day-to-day operations related to strategies to address children's mental health, including strategies addressing promotion, prevention, early intervention, and treatment.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Coordinates the efforts of multiple Partnership staff and volunteers on key children's mental health strategies, ensuring that deliverables are met in a timely fashion, and reporting to ICMHP leadership on progress;
2. Develops and coordinates ICMHP communication strategies and dissemination activities (e.g., written summaries, web postings, fact sheets) designed to inform key stakeholders and the general public about Partnership accomplishments, activities, forums, and other critical developments;
3. Coordinates and monitors ICMHP website and social media activities;
4. Conducts policy and programmatic research and other tasks in support of ICMHP initiatives and strategies;
5. Assists in preparing grant reports, applications, and other written publications, as directed by Partnership leadership;
6. Coordinates selected ICMHP priority project activities (e.g., public awareness campaign), with guidance from Partnership Committees, the Management Team, and the Managing Director;
7. Provides staff leadership and support to assigned Partnership Committees and sub-committees, including meeting scheduling, distribution of meeting notices, agenda preparation in consultation with committee co-chairs, attendance at meetings, meeting minutes, and maintenance of databases and master files of all committee activity;

8. Provides staff leadership and support to assigned partner organization committees and sub-committees, such as the Illinois Childhood Trauma Coalition, including meeting scheduling, distribution of meeting notices, agenda preparation in consultation with committee co-chairs, attendance at meetings, meeting minutes, and maintenance of databases and master files of all committee activity;
9. Assists in coordination of any public hearings or other forums conducted by the Partnership;
10. Assists with tracking invoices and payments for identified projects; and,
11. Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Master's degree in social work, public policy, public health, or related field preferred. An equivalent combination of education and/or experience may be considered in lieu of a Master's degree when the experience has been directly related to the duties of the job
2. Two years of related experience with children's mental health preferred
3. Proven ability to develop effective systems of coordination, tracking and monitoring
4. Ability to work well in a team environment and with different personalities and educational levels
5. Able to handle a variety of responsibilities simultaneously and without constant direction
6. Strong analytical, interpersonal, and oral and written communication skills required
7. Working knowledge and skills in Microsoft computer software applications and database technologies
8. Ability to establish priorities and react promptly to a large variety of requests and needs, sometimes in stressful situations

All interested candidates should send a cover letter, resume/CV, and writing sample to Alli Schuck, Managing Director at [aschuck@voices4kids.org](mailto:aschuck@voices4kids.org) no later than Friday, August 11, 2017.