



Coordinator of Community Outreach and Partnerships

The Governor's Council on Mental Health Stigma is seeking a **Coordinator of Community Outreach and Partnerships**, a nonexempt position, which reports directly to the Council Chairperson. The position is focused on representing the Council at community and other events, both in response to requests and through initiating activities throughout the state. In addition, this position will be responsible for creating presentations to represent the Council at community, business, education, religious, and other events.

The Council is comprised of representatives from a diverse group of stakeholders who provide expertise and perspectives on mental health stigma. This position will essentially be the face of the Council at community and other events, either as an attendee, a speaker, or a panelist. In addition, the individual will assist and/or take the lead with the planning, coordinating, and implementing of official Council events. The purpose of the position is to educate on the elimination of mental health stigma, to seek out and initiate communication with entities appropriate for discussions on topics related to mental health stigma, and to develop strategic partnerships with community entities.

In addition to coordinating meetings, seminars, and educational events related to mental health stigma, the individual will also respond to requests for information on the Council and requests for presentations on mental health stigma. The individual will also be responsible for drafting correspondence and other materials related to Council business. Additional projects or responsibilities may be assigned as well.

This is a part-time position and will be scheduled for 25 hours a week. However, there will be times when the work week will need to exceed 25 hours, especially while planning events. The schedule will be flexible and will include some evening and weekend hours as needed. The position will follow a hybrid work structure where the employee will work remotely or from the office, as needed, based on demands of specific tasks.

There may also be an opportunity for the position to expand to a 30- or 40-hour work week based on organizational needs and mutual agreement.

Qualities sought:

A minimum of:

- Bachelor's degree from an accredited college/university is required. A Master's degree is preferred.
- Strong knowledge of mental illness and New Jersey's mental healthcare system
- Outstanding written and verbal communication skills



- Excellent analytical abilities and emotional intelligence
- Experience in conducting general research and writing of white papers and in creating marketing campaigns.
- Experience in the development and presentation of educational materials
- Strong computer skills, including the Microsoft 365 Suite (Word, Excel, Power Point) or other comparable productivity software. Knowledge of databases is also preferred.
- Should be enthusiastic, flexible, customer service oriented, able to take initiative as well as direction, detailed oriented, very organized and able to work under tight time constraints.
- A valid New Jersey driver's license
- Capable of managing tasks independently while also collaborating effectively with team members.
- Self-motivated
- A record of reliability and excellent attendance and pro-active response.

Individuals with lived experience and/or a background in diversity, equity, and inclusion are encouraged to apply.

Being bi-lingual or multi-lingual would be a plus.

Benefits:

- Salary: \$46,875/year for a 25 hour work week
- 401(k) plan with employer contribution (eligible after one year of service with a minimum of 1,000 hours worked)
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off (Holidays and pro-rated vacation, personal, and sick time based on number of hours worked)

To Apply: If interested in this position, please send a cover letter and your resume to:

- **Steve Hirsch-** shirsch@njamhaa.org