JOB DESCRIPTION

Job Title: Recovery Program Coordinator
Reports to: Program Director
FLSA Classification: Non-Exempt - Part Time

Position Overview:
The Recovery Program Coordinator is responsible for organizing, implementing, and evaluating NAMI NJ recovery-focused and peer support programs. This includes recruitment, training, and recognition of volunteer leaders, as well as coordination, data collection, and quality oversight of assigned programs. The Coordinator fosters meaningful connections between individuals with lived experience of mental illness and the broader NAMI NJ community, and serves as a key liaison between the organization, affiliate partners, and the law enforcement/crisis response community through Crisis Intervention Team (CIT) engagements.

Essential Job Functions:
Program Leadership & Implementation

- Support and maintain assigned recovery and peer support programs, including and not limited to: NAMI Connection Recovery Support Groups, NAMI In Our Own Voice (IOOV), NAMI Peer-to-Peer, Coordinate, implement, and maintain assigned recovery and peer support programs, ensuring fidelity to NAMI National standards and best practices.
- Deliver mental health education, peer support presentations, and community outreach to individuals, organizations, law enforcement, and other partners.
- Identify opportunities to expand program access and develop new recovery-focused initiatives that meet community needs.
- Evaluate program effectiveness through participant feedback, outcomes, and continuous quality improvement.

Crisis Intervention Team (CIT) & Diverse Community Partnerships

- Coordinate NAMI NJ's participation in Crisis Intervention Team (CIT) training, including scheduling, presenter preparation, and follow-up.
- Serve as the primary liaison with law enforcement, county CIT coordinators, affiliates, and community partners to strengthen collaborative mental health initiatives.
- Track program participation, partnership activities, and CIT engagement while remaining current on statewide and national best practices.

Program Administration, Reporting & Resource Development

- Maintain accurate program records, prepare reports, and collect data to support organizational reporting, grant compliance, and program evaluation.
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- Collaborate with internal departments and affiliates to promote programs through communications, outreach, website updates, and organizational events.
- Participate in NAMI National technical assistance calls, staff meetings, and organizational initiatives while performing other duties as assigned.
- Support fundraising initiatives, donor engagement, NAMIWalks NJ participation, event-based fundraising, and grant development efforts for recovery programming.

Volunteer & Program Operations

- Recruit, train, support, and recognize volunteer leaders and presenters, providing ongoing coaching and technical assistance.
- Coordinate program logistics, including scheduling, materials, supplies, leader communications, and maintenance of volunteer and program databases.
- Foster volunteer development through a strengths-based, person-centered approach that promotes engagement and leadership growth.
- Perform other duties as assigned by the Program Director in support of NAMI NJ's mission and operational needs.

Supervisory Responsibilities:

- This position has supervisory responsibilities and may assist the Program Director with the recruitment, onboarding, training, and performance support of volunteer leaders, program facilitators, and other assigned personnel.

Education & Experience:

- Bachelor's Degree in social work, public health, mental health, or a related field preferred.
- Minimum of 2-3 years' experience in program coordination, community outreach, or a related role, preferably in the mental health or nonprofit sector
- Lived experience with mental illness (personal or as a family member/caregiver) is valued and welcomed.
- Experience delivering presentations or facilitating groups; prior work with peer support programs preferred.
- Familiarity with CIT programs, law enforcement partnerships, or crisis response initiatives is a plus.

Skills Required:

- Strong commitment to recovery-oriented and person-centered values in mental health practice.
- Compassionate, culturally responsive, and dedicated to reducing mental health stigma.
- Strong leadership, relationship-building, collaboration, and problem-solving skills.
- Experience coaching, motivating, and engaging volunteers and diverse community audiences.
- Excellent written, verbal, and presentation communication skills.
- Strong organizational and time management skills with the ability to manage multiple priorities in a fast-paced environment and with minimal supervision.
- Creative, adaptable, detail-oriented, and solution-focused with a proactive approach to challenges.
- Proficiency in Google Workspace, Microsoft Office Suite, databases, social media, and general computer applications.
- Commitment to diversity, equity, inclusion, belonging, and mental health advocacy.

Physical Demands & Working Conditions

- Must be able to lift up to 20 lbs and sit for extended periods.
- Occasional standing, walking, reaching, or bending required.
- Ability to communicate clearly in person, by phone, and electronically.
- Office-based environment with occasional travel; must be available some evenings and weekends.
- Working conditions are normal for an office environment; noise level in the work environment is usually quiet to moderate; and

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. NAMI New Jersey's management reserves the right to amend and adjust responsibilities as necessary to meet business and organizational needs.

Last Updated: [06.2026]