

**Job Title: National Family Support Technical Assistance Center (NFSTAC)  
Content Specialist**

<b>Organization</b>	National Federation of Families
<b>Location</b>	Virtual position
<b>Type</b>	Full Time, grant-funded position
<b>Area of Focus</b>	Content development for events, projects and curriculums
<b>Reports to</b>	Gail Cormier, NFSTAC Project Director, under the direction of Lynda Gargan, National Federation of Families, Executive Director and NFSTAC Principal Investigator

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**Position Summary**

Under the direction of the Project Director, the Content Specialist will be responsible for supporting NFSTAC:

1. Developing content and training modules pertaining to supporting families parenting children who experience mental health and/or substance use challenges and the workforce
2. Assisting with planning and hosting family-friendly support events.

**Content and Training Module Development Requirements:**

- Possess a strong background and knowledge of lived family experience as it pertains to navigating mental health and/or substance use challenges i.e. support needs, system navigation, barriers to treatment and recovery, the value of family peer support
- Experience creating curriculum and training content designed to support families with loved ones who experience mental health and/or substance use challenges across the lifespan
- Experience creating content for the workforce that supports families
- Demonstrated ability to write and design family-friendly content and materials
- Demonstrated ability to organize and execute assignments independently

**Family Event Support Responsibilities:**

- Creation of outreach, marketing, and informational communications
- A primary responsibility for this position is to ensure that all product content is created using a family-friendly, trauma informed, and culturally respectful lens



- Assistance with the development of content promotional material and informational websites, flyers and social media materials
- Development of written and virtual training modules that support the professional development of Family Peer Specialists and other relevant workforce members

**Qualifications:**

1. Associate degree or better in Humanities, Social Service, Communication or other relevant degree from an accredited University or college
2. Must have strong virtual communication skills
3. Proven experience in editing, writing, and training development
4. Proficiency using Zoom is required
5. Proficiency in Microsoft suite of tools
6. Experience using Constant Contact or a similar email program is preferred
7. Experience using Canva is a plus
8. Five years professional work experience or more

**Desired Attributes:**

1. Strong communication skills to educate, partner with, and engage with national stakeholders and internal National Federation of Families team
2. MUST have strong writing skills and provide a writing example
3. Understanding the value of lived experience in mental health or substance use as a key to effective Family Peer Specialists work
4. Ability to articulate the difference between family and adult peer support
5. Knowledge of relevant systems and family-run organizations in the areas of mental health, substance use
6. Represents the organization's philosophy of trauma informed, family friendly language and family driven knowledge
7. Demonstrates knowledge of and ability to work as a member of the team
8. Has knowledge of and supports the roles of other team members
9. Shares with their team members information necessary to promote collegial atmosphere and decision making
10. Participates as a team member in team meetings and other staff meetings
11. Respects the cultural and socioeconomic diversity of staff members, state affiliates and partners
12. Demonstrated willingness and ability to work independently in remote work setting, as part of a national team

**To Apply:**

Email your resume and a professional writing sample to [gcmcier@ffcmh.org](mailto:gcmcier@ffcmh.org), with the subject line Content Specialist, by April 15th.