

## Position Description

The **Latinx Outreach and Training Coordinator** will be responsible for providing mental health information and education to Clackamas County's Spanish and English speaking Latinx community with the overarching objective of enhancing awareness of mental health issues, providing resources, develop volunteers for the NAMI Clackamas' Latinx programs and working towards our mission of support, education and advocacy within the Latinx community in our county.

**Hours:** 40 hours per week, flexible, to include some weekends and evenings.

### Qualifications:

- Able to make a strong commitment to the NAMI Clackamas.
- Bilingual/Bicultural with Spanish/English language communication skills. Has the ability to communicate with clients, families, service providers, community members and co-workers, both orally and in writing.
- Past or present experience with mental health issues in themselves or a close family member. Awareness of the importance of recovery.
- Self-motivated, creative, and resourceful. Enjoys working with diverse groups of people, especially persons with mental health disorders. Must be able to work independently or as part of a team or committee.
- Experience and/or desire to make a positive impact in the Latinx community.
- Possesses creativity, integrity, initiative, patience, enthusiasm, and professionalism.
- Intermediate to advanced proficiency with Word, Excel and database and prospect management tools.
- Ability to deal with pressure to meet deadlines, to be accurate, and manage multiple projects while responding quickly to emerging opportunities.
- Must be comfortable with making cold calls for the purposes of promoting NAMI Clackamas and its programs.
- Aptitude for managing grant deliverables and funder reporting requirements.
- Ability to manage time effectively and prioritize tasks.
- Experience working within a budget.

- Knowledge of social marketing tools (e.g., Facebook, Twitter, You Tube, Website management, email blasts, etc.)
- Experience networking with a variety of organizations and community leaders within the Latinx community.
- A high regard for accountability and outcomes.
- Comfortable working with sensitive issues and commitment to respecting the confidential nature of the programs and services offered by NAMI Clackamas.
- Ability to travel throughout the Clackamas County and surrounding areas.
- Experience recruiting, training, and managing volunteers.
- Strong presentation, training, public speaking, and leadership skills.
- Experience empowering community members to share their stories publically.
- Must have car, valid license, auto insurance and be willing to travel locally throughout Clackamas County as needed for outreach and presentations.

#### **Responsibilities:**

- Manage NAMI Clackamas Latinx programming, including but not limited to recruiting and supporting volunteers, scheduling presentations and helping with outreach to fill program attendance goals, maintaining records and materials, tracking and reporting statistics for both NAMI national and NAMI Clackamas. This may also include giving presentation, teaching classes or facilitating support groups.
- Plan and execute intensive, targeted outreach and networking activities geared toward people whose language of choice is Spanish or who have Latinx heritage and those who serve them, with emphasis on Clackamas County residents,
- Develop opportunities for educational activities, as well as to identify program partner organizations in the public, private and nonprofit sectors.
- Adapt, develop, and translate as needed, outreach materials appropriate for the Spanish speaking community with the goal of informing the population about mental illness and NAMI programs and available resources for persons seeking support, education and advocacy for themselves or loved ones living with mental health concerns.
- Identify and recruit appropriate Latinx individuals for the NAMI Clackamas Board of Directors and other leadership positions as needed.
- Provide support to Development Coordinator in securing funding for NAMI Clackamas programs, particularly those specifically for the Latinx community.
- Be familiar with and meet the deliverables associated with this position.

- Help with articles in Spanish for the NAMI Clackamas newsletter and email blasts, including writing original pieces and translating articles originally written in English.
- Increase the number of Latinx NAMI members, volunteers and people who receive NAMI Clackamas newsletters and email blasts.
- Help with English/Spanish translation, and 1:1 support, and advocacy for Latinx individuals and families with mental health concerns.
- Meet with supervisor and staff to address barriers to mental health services for Latinx individuals and families and perform problem-solving to enhance NAMI and general mental health services to that population.
- Other duties as requested.

**Benefits and Compensation:** \$17.50 - \$19.50 per hour DOE, generous time off (holidays, sick leave, and PTO), flexible schedule, 403(b) retirement plan (no company match) and the ability to make a difference in other people's lives.

Must be able to pass a criminal background check.

Please send resume and cover letter to [employment@namicc.org](mailto:employment@namicc.org).

Interviews will not start until the end of November 2021.