

NAMI Williamsburg

Job Description – Outreach Coordinator

About the Organization

The National Alliance on Mental Illness (NAMI) Williamsburg is a nonprofit organization that is dedicated to improving the quality of life for people with mental illness and their families and friends through support, education and advocacy. All groups and educational sessions are free and open to the public. Membership is open to all persons who promote the recovery and care about the quality of life of persons with serious mental illness.

Job Overview

The Outreach Coordinator position is part-time as needed with flexible hours that include some evening and weekend hours. This position will be responsible for the coordination of all aspects of our support groups, educational sessions and represents the organization at community events to increase awareness and ensure our membership has a voice in business matters that may affect how persons with mental illness are treated and embraced by the community. The ideal candidate is service minded with a passion to serve vulnerable members in our community in a trauma informed manner.

Primary Responsibilities

- ❖ Maintain membership list and respond to phone and email requests for information.
- ❖ Prepare and distribute the agency newsletter.
- ❖ Maintain an inventory of NAMI promotional materials. Identify locations for distribution of materials such as libraries, mental health and healthcare providers, churches and other nonprofit organizations.
- ❖ Serve as a primary point of contact for the public regarding our groups and educational programs.
- ❖ Maintain a current list of training opportunities available through NAMI Virginia such a train the trainers for supports groups and Family-To-Family.
- ❖ Assist in scheduling and obtaining volunteers for community events.
- ❖ Maintain a record of attendance to groups and educational sessions.
- ❖ Work with the appropriate board members/volunteers to update the website and Facebook page.
- ❖ Represent the organization and community meetings and/or obtain board and volunteer representation to ensure NAMI has a presence at community meetings and outreach opportunities.

Required Skills and Qualifications

- ❖ Experience working in nonprofit or social sector
- ❖ Experience coordinating activities
- ❖ Knowledge of the greater Williamsburg community
- ❖ Commitment to advocacy of vulnerable populations with compassion and empathy
- ❖ Excellent organizational skills, including attention to detail and follow through
- ❖ Strong verbal and written communications skills
- ❖ Ability to work effectively with diverse teams and build solid working relationships
- ❖ Proficiency in Microsoft Office Suite, including Windows and Outlook

Desirable Qualifications

- ❖ Bilingual – Spanish and English
- ❖ Bachelor's degree

Work Location

Primarily work from home or out in the community. Hours depend upon meetings, events and responsibilities needing to be completed each week.

Contact Information

Persons interested in the position should send their contact information and resume, or questions, to info@namiwilliamsburg.org.

