

BTSNM PROGRAM Manager “TALKING MENTAL HEALTH”

Position Description

The Program Manager is an administrative and supervisory position. Reporting to the Executive Director, this is a part-time, permanent position at 25-30 hours per week.

Responsibilities

Focus is on primary programming including:

1. SCHEDULING

- a) Build community and maintain the personal relationships developed by liaising with network, including BTSNM school contacts, teachers, and organizations.
- b) Schedule Classroom Presentations, Professional Development and Community Forums.

2. DEVELOPMENT AND COORDINATION OF TRAININGS

- a) Develop, and facilitate trainings for Classroom Facilitators, Professional Development and Community Forum presentations. Types of trainings:
 - i. Refresher Trainings for facilitators
 - ii. New Facilitator Trainings
 - iii. Training and coaching for teen mentees
 - iv. Coaching: support development of facilitators after initial training is completed.
- b) Seek and maintain CEU accreditation with the appropriate organizations
 - i. National Association of Social Workers New Mexico Chapter (includes social workers and counselors)
 - ii. Other service providers, i.e. nurses, teachers, etc.

3. FACILITATE PRESENTATIONS

- a) Lessons in schools
- b) Professional Development
- c) Community Forums

4. SUPERVISE FACILITATION TEAM

- a) Meet on a monthly basis with team
- b) Troubleshoot challenges with staff

5. GRANTS

- a) Prospect research and write small grants
- b) Support writing grant reports with statistical information pulled from the data collected from pre- and post-surveys.
- c) Maintain all data records for programs for use in grant writing and reporting, with ED.

6. MAINTAIN PROGRAM BUDGET WITH E.D.

Qualifications

Bachelors degree, minimum required

- Enjoys working with the public and with youth
- Prior Program Development experience desired
- Effective public speaking and clear communication skills
- Collaborates effectively
- Self-starter
- Thrives on challenges/opportunities
- Ability to hold confidential information, use good judgment, and exercise awareness of other people's needs
- Critical thinker
- Flexible
- Proficient in MS Office (Word, Excel)
- Comfortable learning and using databases and additional computer programs
- Access to reliable transportation