

**AmeriCorps VISTA Position: Coordinator of Stories, Fun, People and Money**

**Are you passionate about mental health education and organizational development?** At **NAMI Washington**, our vision is a world where all those impacted by mental health conditions know they are not alone, and are empowered to live their most fulfilling life. We are the State office of the National Alliance on Mental Illness, working to provide support, education, and changes in policy at all levels to ensure better treatment, access, and a behavioral health system to meet the needs of all Washingtonian’s whose lives are affected by mental illness.

**WHO WE ARE**

The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. The NAMI organization operates at the national, state and local level. NAMI Washington was established in 1979 and provides educational resources and events, statewide outreach, advocacy and affiliate organizational support. We work with 20 local affiliates in communities around the state to improve the quality of life for all those affected by mental health conditions through free peer support, education and outreach programs, and by engaging mental health advocates in their communities.

**POSITION SUMMARY**

We're looking for AmeriCorps VISTA support to strengthen local community efforts, get people to collaborate, and affect large-scale, positive change through volunteer mobilization, fundraising and outreach efforts. Our office is located in Seattle, Washington, though this position will work with affiliates throughout the state.

We are looking for someone with the following skills and attributes:

**YOU ARE A GREAT CANDIDATE FOR THIS POSITION IF. . .**

* You already incorporate NAMI Washington’s organizational values of respect, community, kindness, empowerment, and integrity into your everyday life and work that you do.
* You are comfortable speaking in front of groups of up to 100 people, picking up the phone and calling people you have never met, and interacting with people who might be experiencing mental health symptoms.
* You love coming up with plans and new ideas, and you have the commitment and follow-through to execute all the mundane details to make these plans come to life.
* You are extremely organized – even if you’re not naturally detail-oriented – you have a system for keeping track of projects so that no detail gets forgotten and no deadline is missed.
* You are passionate about the way mental health intersects with other lived experiences and identities, and you bring an anti-bias and intersectional lens to the work that you do.
* You are able to find fun and humor in your daily work, and enjoy being part of a team that cares personally about each other.

**RESPONSIBILITIES**

This AmeriCorps VISTA member position will help NAMI affiliates throughout Washington state to better serve families and people with mental health challenges through their support groups, education and advocacy. This position will guide 2-3 affiliates by creating development strategies and assessing needs, setting priorities and provide capacity-building trainings. The focus will be to build sustainability through Stories, Fun, People, & Money.

* Stories and fun: developing innovative marketing and outreach tactics
* People: design and improve volunteer programs
* Money: assist with grant planning and writing and annual NAMI Walks fundraiser

**KEY EXPERIENCE**

We are looking for someone who has:

* DRIVE – a clear sense of what’s needed, impatience in the face of that need, and a drive to address it.
* RELATIONAL SKILLS – ability to think, reflect, communicate, make judgments in complicated situations, and show flexibility.
* THE ABILITY TO RELATE ACROSS RACE AND CULTURE – able to build relationships and work with people other races, classes, generations, sexual orientations, gender identity, faiths.
* Clear communication and collaboration skills – ability to coordinate between affiliates and state office using clear communication to move projects forward
* Self-starter SKILLS to take initiative, be pro-active, work independently and deal with ambiguity – ability to direct your own work and ask help when you need it
* Creativity – developing fun, new solutions to identified needs
* Motivation and perseverance with a positive attitude to influence others to act and manage change
* Strategy and organizational skills – able to develop a plan and execute the details

**Minimum Qualifications**

* 18 years or older
* Experience working directly with community members - whether through work, school, community groups (at least 1 year experience) to identify issues and build solutions;
* Strong commitment to enacting change to achieve social justice;
* Proficiency with Microsoft Office Suite and GoogleSuite
* COVID-19 Vaccination and booster(s) (must be obtained and documentation submitted prior to employment). (Accommodations for medical reasons will be considered.)
* Ability to have a flexible schedule and work evenings and/or weekends 1-2 times per month.
* Ability to lift a minimum of 25 pounds.
* Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
* Must have at least a high school diploma or a GED by the start date
* Must either be a citizen, national, or lawful permanent resident alien of the United States

**REPORTS TO**: Deputy Director

**AMERICORPS Program Benefits**: Training, Health Coverage1, Choice of Education Award or End of Service Stipend2, Relocation Allowance, Childcare assistance if eligible, Living Allowance3.

1 For details about AmeriCorps VISTA healthcare benefits, please visit <http://www.vistacampus.gov/healthcare>

2 Your choice of[Segal Education Award](https://americorps.gov/members-volunteers/segal-americorps-education-award) (valued at approximately $6,495) to pay for a range of education expenses or a $1,800 cash stipend.

3 Living Allowance: for King County, WA is $1,027.88/14 days or roughly $2,055 per month

**WORK SCHEDULE**: Full time (40 hour/week)

**Terms:** Permits working at another job during off hours, Permits attendance at school during off hours

**LOCATION**: NAMI Washington has a hybrid work model with employees working both in-office and remotely at home. This position will require the employee to come into our physical office in Seattle at least 2-3 times per week.

**APPLICATION INSTRUCTIONS:** Apply online at: bit.ly/AmericorpsNAMI.Contact: Summer Starr, Deputy Director at SStarr@namiwa.org. No phone calls please. Application deadline: Open Until Filled.

**WHAT TO EXPECT**: Applications received through the AmeriCorps site will undergo a phone screening and interview process. This interview will be conducted by a small group via Zoom. If necessary, a second interview for final candidates will take place.

*NAMI Washington is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, status as a veteran or any other basis prohibited by local, state or federal laws.*