**Job Description**

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| **Job title** | *Program Coordinator* |
| **Reports to** |  *NAMI Sno-Isle Board* |
| **Salary** | *$25/hr for 16 hours a week, ideally two 8-hour days (negotiable)* |
| **Employment Status** | *Contract position* |
| **Location** | *Remote work* |
| **Deadline** | *Applications accepted until June 16th* |

**Job Purpose**

The incumbent is responsible for providing support and education to individuals outside of the organization about various NAMI programs offered by NAMI Sno-Isle by helping them find the appropriate program for their needs and assisting program leaders with the administrative functions of those programs to enhance NAMI Sno-Isle’s visibility and help cultivate its brand.

**Duties and Responsibilities**

Communication

* Responds to emails sent to the NAMI Sno-Isle email account.
* Creates and updates marketing materials related to programs.
* Maintains program event information on websites, social media and local media

Program support

* Maintains program data in the NAMI 720 application.
* Manages class registration and wait lists.
* Orders program materials.
* Generates purchase orders, check requests, and reimbursements related to programs (for example, to pay related bills and supply orders).
* Acquires insurance binders for meeting sites.
* Maintains affiliate created program materials.
* Creates and communicates Zoom links for online programs.

Volunteer management

* Recruits, interviews, approves training for, supervises, and supports volunteer program leaders, including communicating with NAMI Washington.

Community Outreach

* Coordinates volunteers and materials for health fairs.

Performs other duties as assigned.

**Qualifications**

**Required**

* Strong written and verbal communication skills.
* Working knowledge of Microsoft Office Suite.
* Experience maintaining websites and social media.

**Preferred**

* One to three years’ experience in a similar role with a non-profit.
* Familiarity with NAMI programs
* Customer service experience.
* Bachelor’s degree.
* Familiarity with Adobe Acrobat.

**Application process**

Please send a resume, cover letter and 3 references to kathyc@nami-sno-isle.org

**Judgement and Decision Making**

The work involves the performance of several related or sequential tasks or processes. While a person in this position may select from a limited number of alternative guidelines, tasks that deviate from established practices are referred to the supervisor. Work is performed under direct supervision.

**Physical Requirements**

Ability to sit or stand at a desk for long periods of time and ability to access information using a computer for up to four hours at a time.

**Direct Reports**

Not applicable

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| **Approved by:** |  |
| **Employee:** |  |
| **Date approved:** |  |
| **Reviewed:** |  |