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. At NAMI South King County, we envision 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 local South King County Affiliate, 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 South King County residents whose lives are affected by mental illness.

Position Summary
NAMI South King County is seeking an engaging and personable Ending the Silence Coordinator. This exciting new position will have the overarching goal of implementing and growing NAMI’s Ending the Silence (EtS) program, a school-based mental health educational program with three unique presentations for students, families, and school staff, throughout South King County. This will be accomplished by identifying and recruiting volunteer presenters with mental health lived experience, especially young adults between the ages of 18 and 35, and supporting them through the training process, building relationships with schools and youth-serving organizations, scheduling and facilitating EtS presentations, and providing resources and support before, during, and after EtS presentations. Key to this position is teaching leadership skills to our young adult volunteers, and guiding them in their efforts.

You are a Great Candidate If...

- You incorporate NAMI South King County’s organizational values of respect, community, kindness, empowerment, and integrity into your everyday life and work that you do.
- You are comfortable picking up the phone and calling people you have never met, speaking in front of groups, 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 enjoy working with children and young adults, and are comfortable leading them in growth activities.
- You find fun and humor in your daily work, and enjoy being part of a team that cares personally about each other.

Responsibilities:
Volunteer Recruitment & Support

- Reach out to and build relationships with colleges and universities, youth-serving organizations, and mental health care providers, and utilize the NAMI South King County network to recruit EtS volunteer presenters.
- Create an EtS volunteer presenter recruitment campaign and advertise it using NAMI South King County’s social media platforms.
- Work with individual youth to overcome barriers to participation.
- Support interested volunteers through the NAMI Washington EtS State Training application and online training process.
- Build a supportive and empowering community for EtS volunteer presenters.

School & Organizational Outreach
• Identify and build relationships with teachers, counselors, and administrative staff at middle and high schools throughout South King County.
• Lead informational meetings with interested schools and organizations, and provide EtS materials and resources.
• Check in quarterly with schools where EtS presentations have been given, and follow up with schools and organizations you have reached out to.
• Build and maintain a system to keep track of all your contacts and outreach/communication efforts.

Scheduling & Facilitation
• Schedule EtS presentations with schools and organizations. All EtS presentations will remain virtual through the 2020-2021 school year.
• Reach out to the trained EtS volunteer presenters with presentation opportunities. If local presenters are unavailable, reach out the NAMI Washington Youth Outreach Coordinator in order to advertise your presentation opportunity to EtS volunteer presenters across the state.
• Facilitate EtS presentations as the Producer, managing the online space and technology as well as supporting presenters and stepping in if challenges arise.
• Provide the schools and organizations with EtS handouts, post-presentation survey links, and local resources prior to presentations.
• Follow up with schools and organizations to determine the number of audience members and provide follow-up resources.
• Report data from your EtS presentations in Google Suite.

Agency Related Responsibilities
• Work closely with the NAMI Washington Youth Outreach Coordinator, who will serve as your supervisor.
• Attend the monthly EtS Workgroup.
• Approve and submit stipend & mileage reimbursement reports monthly.
• Make program purchases, track spending, and submit reimbursement forms & receipts.
• Report program data including number of youth participants, meetings, events, demographics, and volunteer hours.
• Attend classes, trainings, and conferences approved by NAMI South King County.

Key Experiences
• Proficient in Microsoft Office Suite and the use of a variety of social media methods of communication;
• Self-starter capable of working independently;
• Strong ability to prioritize tasks, handle multiple tasks and work efficiently within deadlines;
• Ability to communicate professionally with individuals and agencies, and handle confidential/sensitive information;
• Understanding and accepting of individuals and families whose lives are affected by mental illness;
• Ability to listen empathetically, support and offer appropriate assistance to individuals and family members;
• Strong interpersonal skills and the ability to work with diverse and unreached populations;
• Ability to have a flexible schedule and work evenings and/or weekends, i.e. Ending the Silence Presentations
• Ability to remain calm in crisis situations;
• Strict adherence to professional boundaries;
• Ability to lift a minimum of 25 pounds;
• Valid WA Driver’s License and reliable mode of transportation;

Salary and Benefits
Position Classification: Non-Exempt
Salary: $15-$20/hour DOE
Benefits include: Vacation and sick leave; 11 national holidays, and 2 personal days.
Application Instructions
Email resume and a minimum of three (3) professional references to Matt Kanter at mkanter@namiwa.org no later than April 24th, 2022. Cover letter optional.

What to Expect
Applicants will receive an email confirming receipt of their materials. Candidates moving forward in the interview process may be contacted by phone/ email regarding a phone screening, if needed. Candidates moving forward after the phone screening will be contacted for a virtual panel interview taking place in mid-February to mid-March. This interview will be conducted by a small group. If necessary, a second interview for final candidates will take place.

NAMI South King County 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.