



**Job Announcement**  
**Bilingual Volunteer & Community Engagement Manager**

**REPORTS TO:** Deputy Director and works with all staff and departments

**CLASSIFICATION:** Regular Employee/Non-Exempt

**FTE:** 1.0 (32-40 hour/week NAMIWA will be running a 32 hr FTE project later in the year)

**SALARY:** \$26.45 to \$28.58/hour DOE

**Are you passionate about mental health education and advocacy?** 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. Local NAMI affiliates in Washington offer free peer support, education and outreach programs, and engage mental health advocates in their communities.

**POSITION SUMMARY**

The Bilingual (Spanish) Volunteer & Community Engagement Manager is a new position within the organization and will be responsible for all aspects of volunteer recruitment, orientation, placement, and supervision as well as oversight of community engagement activities such as street fairs, tabling events, and working in collaboration with our Community Mobilizer to enhance participation in all of our community programs and increase NAMI Washington's presence throughout the state, especially in serving marginalized communities with a special emphasis on the Latine community. We are excited to find the right person to help us evolve this position.

**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, speaking with 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:**

**Essential Functions**

*Develop & Manage our volunteer program*

- Generate volunteer opportunities and descriptions to support NAMI Washington's education, outreach, events, committee, office support, and other volunteer needs through consultation with staff.
- Create and implement volunteer recruitment plans for each opportunity with a special lens for recruiting volunteers from under-represented communities.

- Network and provide presentations with community groups to increase NAMI Washington's visibility to increase volunteer interest.
- Take lead to orient and coordinate activities, schedules, materials and supervision for all opportunities and events.
- Oversee and complete annual *Valentine's Day* and *Halloween Gift Bag* projects
- Communicate with volunteers to ensure they are satisfied and well placed.
- Work with Youth outreach manager to build, guide, and meaningfully include youth advisory team from an equity lens.

*Work collaboratively with other staff to implement the organization's vision for BIPOC and LGBTQIA+ mental health outreach with a focus on growing the NAMI Sharing Hope & Compartiendo Esperanza, Chai & Chat discussion programs*

- Identify, recommend and coordinate community engagement opportunities that support NAMI Washington's mission and focus areas.
- Develop community partners as collaborators and potential hosts of outreach events.
- Recruit volunteer outreach leaders who represent their communities and train them to be facilitators of outreach events
- Create and manage an annual calendar of outreach activities with the goal of focusing on BIPOC, LGBTQIA+, and marginalized communities.
- Oversee development and execution of all community events including pre-event staffing calls and/or meetings, event preparation, attendance, onsite engagement, event follow up and recommendations to enhance engagement activities and volunteer recruitment and recognition.

#### **Administrative Functions**

- Prepare and maintain all documents related to the volunteer program including policies, applications, and event statistics.
- Assist with Signature Program volunteer processes.
- Prepare, edit and organize community information presentations as needed.
- Analyze, prepare, and present outcome reports on the extent, nature, and value of volunteers including board reports.
- Maintain regular communication with various community organizations and sponsors to ensure event awareness and exposure to community engagement opportunities.
- Respond in a timely manner to all communications regarding volunteers and community engagement activities.
- Manage inventory of marketing and engagement materials, making updates as needed.
- Serve as one of the staff liaisons to the Equity, Diversity & Inclusion committee.

#### **Key Experience**

- Applicants must have native-level proficiency in Spanish to support the current outreach we are doing across Washington State
- Previous experience in volunteer coordinator and event organization.
- Courteous and professional demeanor.
- People person, willing to interact and draw people into volunteerism, and willing to make phone calls.
- Strong organizational and time management skills with exceptional attention to detail.
- Ability to work independently, to take initiative, and to anticipate tasks.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to manage multiple projects and assignments.
- Proficiency with Microsoft Windows OS and Microsoft Office programs; Email Marketing programs, Dropbox, and Social Media platforms.
- Demonstrate sensitivity in handling confidential information.
- Ability to safely lift 25+ lbs.
- Access to reliable transportation and a valid Washington State Driver's License or ID
- Ability to have a flexible schedule to meet the needs of occasional evening and weekend event and activities.

**Compensation & Benefits:** Salary scale \$26.45 to \$28.58/hour DOE; Paid Vacation and Sick leave; Paid Holidays; 2-paid Personal Days; Health, Vision and Dental insurance; 403b Retirement Plan; and an Employee Assistance Program.

**APPLICATION INSTRUCTIONS**

Email Cover Letter, Resume and a minimum of three work-related references to Lauren Simonds, Executive Director at Lsimonds@namiwa.org. Position is open until filled.

**WHAT TO EXPECT:** Applicants will receive an email confirming receipt of their materials. Candidates moving forward in the interview process will be contacted by email regarding a phone screening. Candidates moving forward after the phone screening will be contacted for in-person interview. This interview will be conducted by a small group. 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.*