



KETCHIKAN WELLNESS COALITION

Position Description: Behavioral Health Program Coordinator

Full-time position: 40 hours/week

Starting Salary Range: \$47,000- \$52,000 DOE

Benefits: \$350/month health stipend; Retirement plan; flexible work schedule; 2.5 hrs Wellness Time Off/week; 16 days vacation/year plus State of Alaska holidays paid (13 days)

Introduction:

The Behavioral Health Program Coordinator manages and implements activities and programs that support mental health, with the ultimate goal of reducing suicide, in collaboration with the Behavioral Health Task Force of the Ketchikan Wellness Coalition and other stakeholders in the community. This role reports to the Executive Director and is advised by the BH Task Force, KWC Board, and ED.

The ideal candidate is energetic, self-motivated, and passionate about mental health issues and excited to work with community partners to improve services, support community members in accessing supports, and reduce stigma associated with mental health. We are looking for a hard-working individual who is able to connect the big picture to daily work and communicate effectively to a wide variety of organizational partners and participants. To be an excellent program coordinator you must be organized, detail-oriented, independent, and flexible.

The position is responsible for planning and implementing activities associated with the coalition, including general oversight for coalition activities and associated projects; grant development, submission, and management; and national reporting. This position offers a great opportunity to work toward positive change that will impact the policies and systems surrounding health in the community.

Duties and Responsibilities:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The BH Program Coordinator will lead and mental health program components that include the implementation of community education, media, youth advocacy, and coalition building.

- Collaborate with the BH Task Force to review, update, and implement the Strategic Action Plan activities.
- Organize and lead task force and Coalition meetings and communicate effectively with members to promote collaboration, negotiation, and problem solving.
- Create and form positive, authentic relationships with community members from multiple backgrounds, perspectives, and experiences and inspire involvement in our work
- Assist in gathering, analyzing, and reporting program evaluation data; assist with preparation of grant applications and reports.
- Plan and manage communications and marketing campaigns through media relations, social media etc, including writing, editing, and/or development of marketing and outreach materials.
- Report and present Task Force and Coalition progress and program findings through publications, presentations at meetings/conferences, and other public formats
- Collect, analyze, summarize, and convey local, regional, and statewide mental health and other health indicators data to ensure easy to read and engaging formats for the Task Force, partners, and community.
- Collaboratively plan, coordinate, and conduct educational and training activities.
- Support the ED in developing training, reference materials, and workshops for Coalition and community members.
- Act as a representative of the KWC Coalition at community meetings and events locally, statewide, and nationally.
- Continually broaden expertise in mental health area and serve as resource person.

- Generate grant, staff, and task force reports.
- Work with Project Evaluator to support coalition data collection and evaluation efforts.
- Recruit and maintain coalition membership of KWC.
- Works with the Executive Director and Task Force Members to develop a Task Force budget.
- Perform other duties as assigned.
- Plan, execute, and evaluate key programs associated with the program.

Current programs include: Mental Health First Aid, Ketchikan123 resource program

Skills, Knowledge, Abilities:

- Ability to work independently and with diverse partners.
- Can think outside the box, take initiative, and problem solve.
- Organized and detail-oriented with ability to manage multiple tasks and activities simultaneously.
- Ability to make administrative/procedural decisions and judgments.
- Proficient in Microsoft Office products, including, Word, Powerpoint, and Excel.
- Knowledge of program management and project implementation.
- Ability to prioritize tasks and practice effective time management.
- Ability to produce timely outputs with the necessary support.
- Team player with the ability to accept and integrate supervision and training.
- Outstanding verbal and written communication skills with a variety of individuals and organizations, through e-mail, phone, and in person.
- Strong skills in social media, marketing platforms preferred
- Knowledge of budgeting and reporting; Grant management experience would be a plus

Distinguishing Characteristics

Position requires:

- Independent coordination of all day-to-day aspects of a specified program activity
- Program planning, implementation, and monitoring
- Implementation of effective operational/administrative policies and procedures specific to the achievement of the objectives of the program
- Writing, editing, and publication of marketing, promotional, and/or educational materials and integrated reports specific to the program
- Day-to-day team interaction with, liaison between, and coordination of a wide range of internal and external constituencies involved in program activities

Additional Details

Travel is required to Alaska State DHSS grantee trainings and orientations.

Opportunity to obtain related Certifications

This position may require evening and early morning meetings, as well as occasional weekend work. We support a flexible schedule.

Qualifications:

A successful applicant will not abuse drugs or alcohol or use tobacco products.

Experience: A Bachelor's degree or Associates Degree preferred (or equivalent experience/education) and a minimum of two years of relevant experience. Lived experience is valued.

Training: Equivalent to two year's experience in communications, health or other education, non-profit services, social work, Human services, policymaking, health services, public education, program management experience or a directly related field or in the performance of similar duties and responsibilities.