

Mental Health America of Northeast Indiana

Job Description

Position Title: Allen County Governor's Challenge Program Coordinator
Reports to: Program Director
Status: 30-40 hours/week, Contract
Work Location: CONNECT Allen County & Out in the Community

Mental Health America of Northeast Indiana (MHANI) is seeking a detail-oriented and motivated individual to serve as a Program Coordinator, supporting the implementation of a new initiative focused on reducing suicide among veterans in our community.

Reporting to the Program Director, the Program Coordinator will play a critical role in organizing program activities, coordinating outreach efforts, providing one-on-one peer support, and ensuring the seamless delivery of services. This position is ideal for a highly organized individual with a passion for mental health advocacy and veteran support.

MHANI is an equal opportunity employer. Working for MHANI is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at MHANI to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

Contract Terms:

This position is offered as a contract role and is contingent upon continued program funding. As such, the position does not include health benefits or other employee benefits typically associated with full-time roles. The contract will be reviewed and renewed based on funding availability and program performance.

KEY RESPONSIBILITIES

Program Support and Coordination

- Assist the Program Director in planning and executing program activities, trainings, and community outreach.
- Coordinate day-to-day operations of the program, including scheduling, logistics, and tracking deliverables
- Maintain accurate records of program activities, participant data, and outcomes for reporting purposes.
- Work collaboratively with CONNECT Allen County office to provide support to service members, veterans, their families & caregivers, understanding compliance with contract requirements, and accurately market program services, trainings, and activities to visitors.

Community Outreach and Engagement

- Support outreach efforts that engage veterans, their families, and community stakeholders, including staffing informational booths at veteran-related community events.
- Maintain presence at CONNECT Allen County
 - Provide peer support to service members, veterans, their families and caregivers including:
 - Resource navigation for state, local, and national resources
 - Checking in with persons who have received support
 - Provide one-on-one emotional support, which may include persons in mental health crises.
 - Serve as a point of contact for program participants.
- Help organize and facilitate meetings with stakeholders and community partners.
- Help organize and provide training sessions to increase awareness and provide education on preventing suicide among service members, veterans, family members and caregivers.
- Help design and implement the program's marketing campaign, which includes working with a marketing firm, including overseeing all social media marketing campaigns.
- Assist in building and overseeing the program website, which includes a collaboration with the IDVA-controlled AI software program and lists local resources and opportunities for peer connection.
- Work as point of contact to gun storage partner to offer safe and secure storage of service members', veterans', family members' and/or caregivers' gun(s) to reduce risk of suicide.

Administrative Duties

- Manage communications, including email correspondence and phone inquiries.
- Assist with the preparation of reports, presentations, and materials for stakeholder meetings and funders.
- Prepare and ensure delivery of training materials for other trainers and volunteers.
- Track expenses and maintain records to support budget oversight.

Collaboration and Team Support

- Work with Program Director and other team members to achieve program goals.
- Collaborate with community organizations, service providers, and volunteers to expand program reach.
- Provide logistical support for meetings.
- Work with Program Director and community partners (mental health and gun shops/shooting ranges) to develop a community protocol on reducing access to lethal means.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

QUALIFICATIONS

- Must be a service member with an honorable discharge from the military and a minimum of 90 days of active duty service.
- Bachelor's degree in social work, public health, psychology, or a related field preferred.
- 2+ years of experience in program coordination, community outreach, or a related role, preferably in mental health, veteran services, or suicide prevention. Understanding of/experience with VA services preferred.
- Strong organizational and time-management skills with an ability to handle multiple tasks simultaneously.
- Excellent oral and written communication, including experience in public speaking and fostering community partnerships.
- Proven ability to build trust and rapport, express compassion, empathy, and sensitivity, and support individuals under emotional distress using person-centered approach.
- Ability to connect with diverse audiences.
- Passion for mental health advocacy and veteran suicide prevention, and a strong understanding of the challenges veterans and their families face, including a willingness to become a Peer Support Specialist.
- Strong computer skills, including proficiency in Microsoft Office, virtual meeting software, and email platforms.
- Cultural sensitivity and respect for diverse backgrounds, with a supportive approach to veterans in distress.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License, required minimum insurance coverage, and ability to provide own transportation to/from program activities.

WORK ENVIRONMENT

This job operates in professional office environments and is largely performed while seated. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

TRAVEL

This position requires travel mostly within Allen County.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

To apply, **please email a cover letter and current resume** to Tara Holliday, Executive Director, THolliday@mhanortheastindiana.org **by December 31st.**