



Position Title: Program Coordinator: Youth Suicide Prevention
Reports to: Program Director: Youth Suicide Prevention
Status: Non-Exempt, Full-Time
Work Location: Allen County; primarily remote, with occasional in-person meetings, trainings and events

GENERAL PURPOSE

Mental Health America of Northeast Indiana (MHANI), in partnership with Stop Suicide Northeast Indiana (SSNEI), is seeking an organized, collaborative and motivated person to serve as Program Coordinator for its Youth Suicide Prevention grant. The grant runs from October 2026 through September 2028 and has three goals:

- improve continuity of care for youth in mental health or suicide crises
- improve access to resources for providers, youth-serving organizations and families
- engage youth to develop youth-centered resources that promote help-seeking and connectedness.

Reporting to the Program Director, the Program Coordinator carries out much of the day-to-day work: supporting the Youth Suicide Prevention Task Force, coordinating the development and launch of community protocols, building the resource website, working with youth to design resources, marketing suicide prevention trainings, and preparing the data and reports the funder requires. This role suits someone with a passion for youth mental health and suicide prevention who is comfortable with detail, deadlines and many partners.

MHANI is an equal opportunity employer. We are committed to fostering a culture of collaboration, respect, integrity, and inclusion where every employee is encouraged to contribute their ideas, grow professionally, and help advance our mission of promoting mental health and protecting vulnerable adults. This position is contingent upon the availability of funding, including revenue from grants, contracts, and program services.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist the Program Director in creating and managing a Youth Suicide Prevention Task Force including its subcommittees by scheduling, attending meetings, taking minutes, and communicating with Task Force members.
- Review the community mental health assessment and research other communities' protocols and care pathways to inform the youth crisis and postvention protocols.
- Compile and categorize youth and family mental health providers in Allen County.

- Contact and connect with mental health providers to fill gaps in the crisis care pathway.
- Co-develop and circulate drafts of a flow chart of care pathways and protocols.
- Assist in planning and implementing feedback sessions with parents and caregivers, school counselors and providers, and youth for the care pathway flow chart, care protocols, and to pilot test the website.
- Help launch and promote the care pathway, protocols, and website with community organizations, providers, and schools to extend the program's reach.
- Schedule and market suicide prevention trainings to providers, youth workers, school staff, faith leaders and parents.
- Bring youth together to develop youth suicide prevention toolkit and connectedness resources, and create plan for distribution.
- Track activities, participant data, outcomes and expenses for budget oversight and reporting.
- Prepare quarterly reports, data and records for the Indiana Department of Health (IDOH) and other funders, and help prepare for IDOH site visits, meetings and retreats.
- Represent the Youth Suicide Prevention project at community meetings.

Supervisory Responsibilities

This position does not have direct staff supervisory responsibilities.

Work Environment

This position is primarily remote, using a computer, phone and standard office equipment, and includes occasional in-person meetings, feedback sessions, trainings, and community events. The work involves regular conversations about suicide and youth mental health.

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.

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

Travel

This position requires local travel, mostly within Allen County, for meetings, trainings, feedback sessions, schools and community events.

QUALIFICATION REQUIREMENTS:

Required

- Bachelor's degree in social work, public health, psychology, or a related field.
- 2+ years of experience in program coordination, community outreach, or a related role, preferably in mental health, youth services, or suicide prevention.
- Strong organizational and time-management skills, with the ability to handle multiple projects, deadlines and meeting schedules at once.
- Excellent written and verbal communication skills, including taking accurate minutes and drafting clear materials, and the ability to work with diverse audiences such as parents, youth, school staff, providers and faith leaders.
- Comfort speaking directly and respectfully about suicide, and a strong understanding of the challenges youth and families face in getting mental health care.
- Proficiency with email, word processing, spreadsheets, presentations, and video meeting tools.
- 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 reliable access to a vehicle for required travel to client and community locations

.Preferred

- Experience facilitating or supporting coalitions, task forces or community groups, and with data tracking.
- Bilingual in English and Spanish.
- Experience working with youth, schools, or youth-serving organizations in Allen County.

Salary Range: \$62,500–\$65,000 annually, commensurate with education, experience, and qualifications.