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Helping Hawai'i Live Well

Job Description

Position Title: College Mental Health Project Coordinator **Date 9/7/17**

Department: N/A **FLSA Status** Exempt Non-Exempt

Reports To: Executive Director **Subordinates: N/A**

Primary Responsibilities: Under the supervision of the Executive Director, is responsible for coordination and implementation of the agency's College Mental Health Project.

Essential Duties:

- Implement the agency's plan for the College Mental Health Project (CMH) to meet its goals and objectives.
- Develop and conduct mental health training for a broad range of ages, competencies, and topics, incorporating diverse learning styles and training techniques as required for the project.
- Facilitate focus groups of students to develop a campus awareness campaign to promote wellness.
- Coordinate development of the campus awareness campaign and dissemination plan.
- Coordinate logistics of scheduling activities, trainings, and events for CMH in collaboration with college site staff.
- Maintain and organize program and project files, printed materials and presentations
- Work with other agency staff to meet grant requirements related to training, including budgeting, data collection, outcome measurement, and reporting requirements

Other Duties:

- Assist with agency activities including fundraising, community events, coalition building, marketing and advocacy
- Build and maintain positive relationships with community partners

- Participate in agency meetings and contribute to an office culture of acceptance, collaboration, compassion, and wellness

Working Conditions: Work will be done indoors and outdoors, sometimes without air-conditioning.

Work Hours: 20 hours per week, generally Monday through Friday, within the hours of 8:30 am to 5:00 pm with some evenings and weekends.

Equipment Use: Requires use of computer and Microsoft Office applications (Word, Powerpoint, Publisher, Excel, Outlook) as well as email, general internet and other computer applications such as Prezi and Skype. Also uses a projector for presentations.

Mental and Physical Demands: Requires occasional lifting and moving of program supplies (up to 30 lbs) and driving personal vehicle to events and training sites.

Position can sometimes have a heavy emotional demand due to interaction with the public, trainees and partners who may share their experiences with mental illness and trauma.

Communication Demands:

Position requires a high degree of communication skill, both verbal and written. The Project Coordinator must be engaging, clear, and focused to deliver trainings. The Training Program Coordinator also must communicate promptly and in detail with agency staff to coordinate work and problem-solve.

Minimum Qualification Requirements:

Education/Experience: Bachelor's degree in a field related to mental health, public health and/or education with work experience in education and/or training of diverse learners. Demonstrated commitment to social justice, policies of inclusion, and understanding and compassion for people living with mental health issues.

Authorized By: _____ **Date:** _____

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.