



Educate, Advocate and Serve

Title: Ohio Statewide MHFA Program Coordinator

Location: Based in Lebanon, Ohio

Classification: FT, hourly, non-exempt; driving required proof of insurance

Summary: A position responsible for daily support and implementation of the Mental Health First Aid State Wide Training Program. The administrator will support the MHFA training plan and development of collaborative partnerships with agencies and programs across the state. The administrator will be responsible for ordering and organizing all materials required for putting on MHFA training across the state, setting up travel arrangements and supporting the director in accomplishing the program deliverables.

Required Experience Qualifications:

- BA or similar education preferred
- Excellent interpersonal, communication and phone skills
- Promotes the agencies and programs in a professional manner in and outside of work.
- Develop and maintain cooperative relationships with all staff, organizations, businesses and the community-at-large.
- Substance use free; reliable transportation

Skills and Knowledge Required

- Computer Literate: Microsoft Office (Word, Excel), Database entry (Access), Record keeping
- Ability to manage a great deal of detail
- Event and logistics Management
 - Course registration through data entry
 - Support instructors by preparing materials and supplies, ordering books, etc.
 - Anticipating and eliminating barriers to training
- Manage instructor training materials and training logistics
- Scheduling travel including hotel, training room space, etc.

Personal Qualities

- Well organized and good time management skills
- Excellent interpersonal, communication and phone skills
- Regular and timely contact follow-up
- Regular and timely data entry and ensure quality communication so that all needed reports are obtainable
- Ability to interact well with co-workers, volunteers, clients, community members, and program funders
- Works cooperatively and respectfully with all agency staff and programs.
- Carries out other duties as assigned, such as attending MHA staff meetings, submitting written monthly staff reports, contributing to the agency PR materials, assisting with other agency activities as needed

Reports to: State Wide MHFA Program Director

Travel: local travel and required grant meetings out of town.

Salary Range: \$31,000-\$38,000 FTE commensurate with experience

Hours: 40 hours per week