

NAMI SARASOTA COUNTY

JOB ANNOUNCEMENT: ADMINISTRATOR

Part-time, 25 hours per week. Some evening hours may be required.

JOB DESCRIPTION

The National Alliance on Mental Illness Sarasota County (NAMI) is looking to recruit a skilled Administrator to support our Board of Directors and the NAMI signature programs.

NAMI Sarasota County affiliate is a small non-profit whose mission is to provide education, support and advocacy for individuals and families affected by mental illness. The organization does not provide direct clinical services or therapy.

We currently offer four signature NAMI programs, including NAMI Peer-to-Peer, an education program for people with mental illness, and Family-to-Family, an education program for families, partners and friends of adults living with mental illness. In addition, the support group programs include Connection Recovery Support Group and Family Support Groups which are offered in Sarasota, Venice and North Port.

SKILLS REQUIRED

- Strong written and verbal communication skills
- Ability to communicate empathically with callers and members
- Ability to work independently but to seek support from the Board when required
- High level organizational skills, with attention to detail and ability to meet deadlines
- Computer literacy: able to work with Microsoft Word, Excel, PowerPoint and to build and maintain Databases, to organize shared admin files with Google Docs. Ability to use Adobe Illustrator or Publisher would be desirable.
- Experience of working with websites and Social Media like Facebook and Twitter
- Experience with finance administration including grant monitoring desirable

JOB RESPONSIBILITIES

To manage the Admin systems for NAMI Sarasota affiliate

- Maintain a database of education course participants and waiting lists for classes.
- Work with Board members to recruit and screen teachers and participants for education courses.
- Collect data from program evaluations; summarize results for the affiliate data collector.
- Identify and arrange locations for education and support groups.
- Work with Board secretary to order, organize and distribute class materials and binders.
- Organize the delivery of resource materials to teachers and facilitators for classes and support groups.
- Maintain contact with NAMI Florida to identify all NAMI Program trainings.

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- Answer telephone calls and emails received to NAMI Sarasota.
- Answer calls and return calls to messages left.
- Provide referral information to callers who are inquiring about mental health services or seek advice from Board members to answer inquiries.
- Respond to email requests for information and referrals, forward appropriate emails to NAMI board as directed, file email requests.

Data Collection and Reporting

- Maintain a database of volunteers
- Collect and collate program data from Teachers and Facilitators and send to affiliate data collector as well as NAMI Florida
- Collect data on calls/emails
- Produce monthly data reports for affiliate “data collector”

Other responsibilities

- Work with the Board Treasurer to support financial record keeping required for financial sponsors and grants.
- Work with the Secretary and President to agree agendas and to record minutes for monthly Executive and Board meetings.
- To assist the Communications committee to order NAMI flyers and promotional materials and distribute them as required.
- To work with volunteers to support their work for NAMI and supervise when required.
- Assist with Mental Illness Awareness Week, Mental Health Month, Education Forums, fundraisers and special events as requested.
- Other duties as required

Please submit your resume with a cover letter outlining your relevant experience and qualifications for this post to NAMI Sarasota County:

Email: namisrq@gmail.com

Subject: *NAMI Sarasota Administrator*