



Mental health
advocacy, education
and support.

NAMI Chicago Job Posting

Title: Education Manager

Type: Full-Time

Reports to: Education Coordinator

Background:

The mission of the National Alliance on Mental Illness (NAMI) Chicago is to provide hope and improve the quality of life for those whose lives are affected by mental illness. NAMI Chicago seeks to fill gaps in Chicago's mental health system, with an intentional emphasis on serving underrepresented populations and breaking down barriers to care.

NAMI Chicago spends a significant amount of time in the community educating and supporting community partners in a variety of settings. We are seeking a detail oriented individual who will provide support to a number of our community based programs. This individual must be passionate about NAMI's mission and have a proven track record of efficacy in public speaking settings.

Position Summary:

The Education Manager reports to the Education Coordinator and is responsible for assisting with running educational programming. The Education Manager is responsible for ensuring that programming is coordinated and presented at the highest level and is aligned with the organization's mission. All activities described below are to be performed in the service of vulnerable populations; specifically individuals and family members of those living with mental illnesses and/or substance use disorders.

Primary Responsibilities:

- Provide support for NAMI signature programs.
- Recruit and engage with educational partners.
- Screen and interview program speakers and participants.
- Lead presentations throughout the Chicagoland community.
- Compile data and issue reports relating to presentations.
- Participate in fielding helpline calls by providing appropriate support and referrals to callers.
- Work collaboratively with colleagues to accomplish shared goals.
- Other duties as assigned.

Qualifications:

- A Master's Degree in Social Work, Psychology, Counseling or other related field preferred.
- Experience working with people living with mental illness in a community agency or other setting.
- Must be comfortable with public speaking.
- Proficiency in Microsoft Office Suite.
- Demonstrated commitment to serving underrepresented and vulnerable populations, including social and racial/ethnic minorities as well as those living with mental illnesses and/or substance use disorders



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- Proficiency in Microsoft Windows, Microsoft Office, and database management.
- Bilingual and diverse candidates are encouraged to apply.

Applications will be accepted until the position is filled. Please send your resume and cover letter to Ben Frank at ben@namichicago.org. NAMI Chicago is an equal opportunity employer.