



Mental health  
advocacy, education  
and support.

## NAMI Chicago

### Job Posting

**Title:** Education Manager

**Type:** Full-Time

**Reports to:** Education Coordinator

#### **Background:**

**NAMI Chicago seeks a passionate, articulate and organized individual to join our growing team as an Education Manager.** Through education and training, NAMI Chicago increases the mental health literacy of those in our community, from high school students to community groups to first responders and their families. NAMI Chicago education programs teach participants to identify the signs and symptoms of mental health conditions in themselves and those they love, develop healthy coping skills, and use their community of support to connect to mental health care.

The ideal Education Manager is passionate about mental health, and is eager to learn and grow with an organization that is expanding its reach and impact every year. The Education Manager engages and builds relationships with many types of stakeholders, and feels comfortable presenting to both teenagers and adults in group settings. The Education Manager should be an individual who enjoys varied days and work locations, as he/she will spend significant time in the community facilitating educational programming in the places it is needed most. The Education Manager is responsible for ensuring that programming details are coordinated and presented with the high level of quality and professionalism associated with NAMI Chicago's name and mission.

**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.

#### **Primary Responsibilities:**

- Coordinate and lead NAMI signature programs, including Ending the Silence and Family-to-Family.
- Recruit educational partners, making the case for including mental health educational programming in their schools and building engaging, long-lasting relationships with their leadership.
- Screen, coach and support program speakers and presenters who share their personal stories of mental health and mental illness within NAMI Chicago programming.
- Lead educational presentations throughout the Chicagoland community that provide hope and promote recovery through a strengths-based and healing-centered approach.
- Compile data and issue reports relating to presentations.
- Provide mental health support, information, and referrals to callers on the NAMI Chicago Helpline in support of NAMI Chicago's designated Helpline team.



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- Demonstrate sensitivity and empathy regarding human service issues. Project a non-judgmental attitude towards those from all walks of life.
- 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
- 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](mailto:ben@namichicago.org). NAMI Chicago is an equal opportunity employer.