

<b>Job Title</b>	Mental Health First Aid Maryland Program Coordinator
<b>Reports To</b>	Director of Mental Health First Aid

### Job Purpose

The Mental Health First Aid Coordinator supports the day-to-day operations of the Mental Health First Aid Maryland training program. Key functions include managing scheduling, program tracking and reporting, and instructor communications and support.

### Duties and Responsibilities

- Manages public and instructor training schedule including the outreach, promotion, registration, billing coordination and evaluation processes
- Responds to program questions/queries
- Participates in tracking, reporting and analysis of program evaluation for impact and opportunities
- Coordinates instructor technical assistance and communication, including webinars, individual support and the state instructor meetings
- Posts event and training information on websites
- Assists with web content for Mental Health First Aid Maryland website and social media
- Assists with materials development and distribution
- Assists in general program planning
- Obtain instructor certification and conduct Mental Health First Aid trainings

### Qualifications

- Superior organization, tracking and reporting skills
- Excellent oral and written communication skills
- Ability to work independently and meet deadlines
- Ability to coordinate and manage multiple programs with close attention to detail
- Strong interpersonal skills and ability to work in a team environment
- Strong skills in customer service both externally and internally
- Experience in conducting trainings highly desirable. Prior experience in training field a must
- Proficient use of Microsoft Office
- Demonstrated proficiency in Learning Management Systems and other databases
- Commitment to the mission of the organization

### Position Classification

Full time, non-exempt

**General Conditions**

- Monday through Friday 8:30am to 5pm
- Prolonged periods sitting at a desk and working on a computer
- Standing for extended periods of times
- Evening and weekend work will be required
- Reliable transportation
- Must Be able to lift-up to 25 pounds at times

**Travel Requirement**

Ability to travel throughout the State of Maryland

**Flexible Work Arrangement**

Flexible Work Arrangement Eligible

To support public health efforts to prevent the spread of COVID-19, all MHAMD employees are currently working remotely until further notice.

**Location**

State of Maryland