Job Title | Program Manager, Child & Family Well-Being  
Reports To | Chief Program Officer

**Job Purpose**
The Child & Family Well-Being Program Manager facilitates all outreach, education and training related to child and family behavioral health. This includes ensuring success of the Children’s Mental Health Matters Campaign, the Healthy New Moms Program while supporting MHAMD’s other education and outreach initiatives related to the well-being of families.

**Duties and Responsibilities**
- Develop and implement strategies to raise awareness related to Child & Family wellness; increase efficiency, expand capacity, and diversify funding sources.
- Provide oversight of Child & Family Wellness activities and work collaboratively across internal departments to achieve objectives and support the MHAMD mission.
- Establish, strengthen, and maintain relationships with partner institutions, funding organizations, and stakeholders to maximize information sharing and to achieve objectives.
- Oversee development and implementation of programmatic performance outcome measures and quality assurance reporting, including management of the program evaluation plan.
- Support education and outreach initiatives by attending community-based events, activities and training to achieve networking, training and outreach goals.
- Implement programs, outreach, and activities within provided budget guidelines.
- Establish and maintain resources for child and family behavioral health, including list of experts for special topics for training suggestions including but not limited to; parent mental health, child mental health, social emotional child development, cultural competence, trauma informed care, resiliency, child welfare, risk and protective factors, children with disabilities and special needs, ACES, family engagement, strength based parenting, etc.
- Prepare outreach materials, educational brochures, correspondence and complementary web and social media content as needed and in partnership with the Communications department.
- Other duties as assigned.

**Qualifications**
- Exceptional interpersonal skills, ability to work with and motivate diverse groups of individuals, and ability to work collaboratively and effectively in a team environment.
- Knowledge and experience with child and family behavioral health systems.
- Proficient computer competencies; experience with O365, Salesforce, Asana a plus.
- Excellent oral and written communication skills; analytical problem solver.
- Excellent skills to engage audiences for presentations, networking or training.
- Reliable transportation and ability to travel statewide.
- Bachelor’s degree or equivalent life experience.
- Persona Qualities: enthusiastic, creative, ambitious, assertive, inclusive, respectful, adaptable, resilient, and progressive.
**Position Classification**
Full time, nonexempt and benefits. Benefits include vacation, sick, and holidays, life insurance, short-term and long-term, 403(b) retirement plan, medical, dental and vision insurance, and health savings account.

**General Conditions**
- Monday through Friday, varying work schedule
- Evening and overnight work will be required
- Home office or designated space to conduct confidential business including secured access to high-speed internet
- Prolonged periods sitting at a desk and working on a computer
- Standing for long periods of time
- Mileage reimbursement
- Reliable transportation
- Must be able to lift-up to 25 pounds at times

**Travel Requirement**
Ability to travel throughout the State of Maryland and attend out-of-state conferences as requested.

**Flexible Work Arrangement**
Position is designated as Flexible Remote Work.

**Location**
State of Maryland

**How to Apply**
Send a cover letter noting your interest and resume to jobs@mhamd.org

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*MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.*