

## Helping Hawai'i Live Well

### JOB ANNOUNCEMENT

#### Training Program Coordinator

Mental Health America of Hawaii, the state's leading mental health advocacy and education organization is seeking a Training Program Coordinator to handle logistics for and deliver trainings related to the agency's mission. This position is full-time and non-exempt.

##### Responsibilities include:

- Conduct mental health training for a broad range of ages, competencies, and topics, incorporating diverse learning styles and training techniques in accordance with the agency's current projects and training plan.
- Coordinate logistics of scheduling agency trainings.
- Maintain and organize program and project files, printed materials and presentations.
- Implement community outreach plans for training dissemination.
- Work with other agency staff to meet grant requirements related to training, including budgeting, data collection, outcome measurement, and reporting requirements.
- Assist Executive Director with writing grants to support the agency's training program.
- Research for use in trainings and other program activities.
- Assist with agency activities including fundraising, community events, coalition building, marketing and advocacy.
- Build and maintain positive relationships with community partners.
- Participate in agency meetings and contribute to an office culture of acceptance, collaboration, compassion, and wellness.

##### Qualifications Requirements:

- Bachelor's degree in a field related to mental health, public health and/or education, with work experience in education and/or training of diverse learners.
- Excellent communication skills – written and verbal
- Demonstrated commitment to social justice, policies of inclusion, and understanding and compassion for people living with mental health issues.

Application deadline: December 2, 2016. Please send cover letter and resume by email only to [info@mentalhealth-hi.org](mailto:info@mentalhealth-hi.org).