



Technical Assistance & Training Coordinator

Reports to: Director of Strategic Initiatives

This position will serve as the primary contact for Association members, community-based provider agencies and individuals seeking technical assistance and/or training that will accelerate adoption and implementation of mental health related evidence-based practices. The Coordinator will also have a specialized focus on youth and adult mental health & wellness and will serve as the Association's primary trainer in this arena. The position will serve as the local point of contact for mental health technical assistance requests to the regional Mental Health Technology Transfer Center (MHTTC) located in Madison, Wisconsin.

- Coordinate all aspects of multiple trainings annually at different locations across the State including:
 - Planning all event details such as venue selection, contracting speakers, overseeing menu selection, developing A/V request, securing continuing education credits, and registration.
 - Maintaining a working relationship with vendors and venues;
 - Understanding the complex needs of different events and diverse clients;
 - Attentive to the value of staying under budget while planning event specifications.
 - Managing and overseeing events on the day of, including problem-solving, welcoming participants, directing event set-up, communicating with staff, organizing vendors, and managing take-down;
 - Developing all marketing materials including email, website, social media and direct communication; and,
 - Anticipating and planning for possible different event scenarios.
- Analyze relevant Mental Health and Substance Use Disorder policy and translate into practice initiatives for systemic change.
- Prepare and deliver in-person mental health & wellness trainings to high school aged teens in classroom or community settings.
- Prepare and deliver in-person Mental Health First Aid trainings to adults in classroom, seminar and conference settings.
- Develop and maintain working relationships with public and private stakeholders in the mental health and addiction services system.
- Foster alliances among culturally diverse practitioners, researchers, policy makers, family members, and consumers of mental health services.
- Produce monthly written reports detailing progress made toward grant deliverables.
- Produce a monthly e-newsletter for the field with updates on the MHTTC.
- Periodically provide written reports for use in IABH weekly e-news.

- Write reports for publication in the IABH quarterly newsletter.
- Develop and maintain an online repository of mental health and addiction resources.
- Participate in weekly conference calls with grant staff.
- Work closely with regional MHTTC staff and counterparts in other states.
- Attend quarterly grantee meetings in Madison, WI and provide reports of the meeting to IABH staff and Board.
- Provide technical assistance to IABH staff and consultants when requested.

Minimum Training and Experience: Bachelor's degree in psychology, social work, behavioral science, human services, or related field with a minimum of two years of relevant professional or volunteer experience. Certified Mental Health First Aid Trainer preferred. Bilingual candidates will be prioritized.

1. Excellent interpersonal, relationship management and communication skills.
2. Must possess computer (MS Office) skills and a valid Illinois driver's license.
3. Must pass Illinois State Police background check.
4. Extensive travel (up to 50%) required.
5. Skills required by this position include:
 - a. the ability to plan and prioritize;
 - b. excellent written and verbal communication;
 - c. experience working with youth;
 - d. experienced trainer;
 - e. knowledge and expertise of mental health and wellness matters;
 - f. documented ability to work independently, as well as in teams; and,
 - g. ability to interact effectively with people of different cultures.

Full-time position located in Springfield, IL.

Salary Range: \$40,000 - \$49,000 annually plus competitive benefits package.

To Apply: Please email cover letter and resume to ashley@ilabh.org. References will be requested of all final candidates. Review of applications will begin immediately until filled. **No phone calls, please.**

IABH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.