



Greater
San Antonio

JOB TITLE:	COMMUNITY WELLNESS PROGRAM MANAGER
REPORTS TO:	DIRECTOR OF PROGRAMS
CLASSIFICATION:	EXEMPT
DEPARTMENT:	PROGRAMS
SUPERVISES:	COMMUNITY WELLNESS SPECIALISTS, COHORT DEVELOPMENT COORDINATORS (EAST SIDE AND WEST SIDE)
Salary Range:	\$57 - 62K

Summary: The NAMI Community Wellness Program Manager oversees the smooth start and completion of the Community Wellness Program including Bridges to Care Program with individuals, congregations, churches, non-profit organizations, businesses, and any group interested in the training. Responsible for day-to-day coordination, scheduling, program/curriculum development, data entry, and data for reports for various funders, NAMI Texas and for internal and NAMI Board of Directors use.

Essential Duties and Responsibilities:

1. Program Coordination and Implementation
 - Plan, coordinate, and oversee all aspects of the Community Wellness Program, ensuring successful launch, execution, and completion of programming modules:
 - Serve as the primary point of contact for program participants, community partners, and collaborating organizations, ensuring consistent communication and support.
 - Develop presentations, program development, and curriculum writing and guide staff in developing presentations as well.
 - Collaborate with staff to create, continuously refine, and improve instructional materials.
 - Work collaboratively with BTCSA Cohort Coordinators, and the Community Wellness Specialists to deliver cohesive programming aligned with NAMI's mission and standards.
 - Support outreach and recruitment efforts to engage congregations, churches, nonprofits, businesses and community groups in the Wellness Program.
 - Ensure program materials, schedules, and logistics are effectively managed and distributed to participants and stakeholders.
 - Work collaboratively with the producer for Wellness Program Zoom classes and oversee the collection and tracking of participant surveys
 - Collect and support Cohort Coordinators and Specialists with weekly numbers report for the Community Wellness Program and BTCSA Wellness Champion courses.
2. Community and Partner Engagement
 - Build and maintain positive working relationships with community organizations, faith-based groups, and other stakeholders to enhance program visibility and participation.

- Represent the Community Wellness Program at community events, meetings, and collaborative initiatives to promote wellness and mental health educational programs, Signature programs and support groups.
 - Support and train volunteers and facilitators of the NAMI Community Wellness Program by providing coordination, communication, and administrative assistance as needed.
- 3. Data Management and Reporting**
- Collect, input, and maintain accurate program data and participate records in designated tracking systems.
 - Oversee and Manage the Learning Management System.
 - Prepare regular data reports for funders, NAMI Texas, internal leadership, and the NAMI Board of Directors.
 - Analyze data trends to inform program improvement and communicate outcomes to stakeholders.
 - Ensure compliance with all reporting requirements and deadlines as outlined by funding sources.
- 4. Administrative and Operational Support**
- Maintain organized documentation related to program activities, budgets, and participant communications.
 - Collaborate with staff to prepare grant reports, success stories, and evaluation materials.
 - Assist in developing and improving program procedures, forms, and communication tools to enhance efficiency and participant experience.
 - Support continuous quality improvement efforts by identifying barriers, updating presentations, identifying electives, and identifying needs of the community.

Qualifications:

- Must have exceptional skills.
- A bachelor's degree is required, and master's degree is preferred.
- Experience in the Non-Profit and/or Education sector preferred.
- Work history and/or training in mental health and/or education preferred.
- Teaching and or curriculum design experience and/or counseling background
- Experience managing/supervising volunteers preferred.
- Demonstrated written and oral communication skills.
- Exceptional organizational skills, ability to prioritize
- Intermediate level of skills in use of Microsoft office components of Word, PowerPoint and Excel.
- Must be able to work evenings/weekends as needed.
- Must have transportation to meet with partners, attend meetings and provide support as needed wherever Community Wellness presentations are offered either in person or virtual.

*Salary commensurate with prior experience. Open until filled.
Please send resume to: jobs@nami-sat.org*