
JOB TITLE:	COMMUNITY WELLNESS SPECIALIST
REPORTS TO:	COMMUNITY WELLNESS PROGRAM MANAGER
CLASSIFICATION:	EXEMPT
DEPARTMENT:	PROGRAMS
SUPERVISES:	N/A
Salary Range:	\$47-52K

SUMMARY: The Community Wellness Specialist will support the Community Wellness Program. Will provide different types of training courses in the community in person or virtually, based on the community needs. Supports outreach, participant engagement, and data collection to ensure high-quality programming and measurable community impact.

Essential Duties and Responsibilities:

1. Program Delivery & Facilitation
 - Deliver curriculum to diverse audiences including faith-based organizations, nonprofits, and community groups.
 - Development of mental health presentations and programming based on the needs of a grant or community needs.
 - Development of youth, family and community-focused mental health programming and events.
 - Contribute to the development of awareness materials regarding programming.
2. Community Outreach & Engagement
 - Conduct outreach to community partners (churches, nonprofits, businesses) to promote programs.
 - Build and maintain relationships with community stakeholders where presentations are offered or potentially will be offered.
 - Representing the organization at community events, health fairs, and partner meetings (as needed)
3. Data Collection & Reporting Support
 - Collect participant data, attendance, and survey responses for all programs conducted.
 - Assist with data entry and tracking in designated systems (CRM/LMS/NAMI 720)
 - Support evaluation efforts by gathering feedback and outcomes data

- Ensure accurate and timely submission of program metrics
- 4. Program Coordination Support
 - Assist with scheduling programs, coordinating logistics, and preparing materials
 - Support virtual and in-person program deliver (Zoom, materials distribution, etc.)
 - Communicate with participants regarding program details and follow-ups
- 5. Volunteer & Facilitator Support
 - Support volunteer facilitators during program delivery
 - Assist in onboarding and coordinating volunteers
 - Provide on-site or virtual support during sessions
- 6. Continuous Improvement/Feedback Loop
 - Provide feedback on curriculum and program effectiveness.
 - Identify community needs and recommend program enhancements.
 - Participate in team debriefs and program improvement efforts.
- 7. Organization Support
 - Participate in organizational events and activities as assigned.
 - Assist with set-up and clean-up of the monthly NAMI general meetings.
 - Assist with general office work, including copies to prepare for community events.

Qualifications:

- Must have exceptional skills.
- A bachelor's degree is required.
- 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
- Demonstrated written and oral communication skills.
- 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.