



Date: July 30, 2018
Job Title: Education Consultant, *School Mental Health Resource and Training Center*
Position: Consultant, 20 hrs/week, through June 30, 2019

Summary of the Position

This position is responsible for providing a timely response to phone, email and web-based inquiries to the [School Mental Health Resource and Training Center](#). The Education Consultant is based in Albany and reports to the Director of the Resource Center. Technical assistance may relate to compliance with the mental health education in schools law, effective July 1, 2018, the identification of resources, suggestions for lesson plans, professional development and/or referrals and connections with community based partners. Additional responsibilities may be assigned by the Project Director to build school-community partnerships, meet project deliverables and support the sustainability of the Resource Center.

Essential Duties & Responsibilities

- Deliver services provided by the School Mental Health Resource and Training Center.
- Provide project management and technical support, including content development for Resource/Training Center website, blogs, curating content, general information and proofreading.
- Assist with online communication: website, social media, webinars, responses to online member forum.
- Provide with data collection for project reporting and sustainability.
- Reviewing lesson plans and resources for our nine core principles.
- Respond to the unique needs of schools.
- Collaborate with other members of the Resource Center team, including work of affiliate members.
- Engage in on-going review of Resource Center services to ensure compliance with best practices.
- Functions as a MHANYS Trainer, as assigned.
- Travel around the Capital Region, as needed.

Knowledge, Skills & Abilities

- Ability to:
 - a. Work independently and as a member of a team;
 - b. Respond to requests in a timely manner
 - c. Outreach to schools and potential project partners;
 - d. Gather data; and
 - e. Coordinate events and trainings.
- Strong computer skills, organizational skills, and communication skills (written and verbal) and ability to work effectively with a wide range of constituencies in diverse communities.
- Ability to promote principles of mental health and wellness, recovery and cultural competency.
- Possess professional demeanor, interpersonal skills and commitment to high quality of service.
- Understanding of educational skills sets, including knowledge of instructional techniques that can provide support to educators as they implement the mental health education law.

Education and/or Experience

Experience in education is required. Minimum education: BA/BS in education or relevant field; MA/MS preferred. Experience and knowledge in non-profit programming and administrative activities. Grant administration experience preferred. MHANYS is committed to workforce diversity. EEO.

Send cover letter and resume to schools@mhany.org by Wednesday, August 8, 2018.