



PRS Community Engagement Manager

The mission of MHAOhio is to transform how people think about mental illness, make it easier to get help, and give people the support they need to get better and stay better. Our guiding principles include responsibility, respect, inclusivity, expertise, trust, communication, emotional health, and equity. We are committed to recruiting and continually cultivating a diverse and inclusive workplace. MHAOhio provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sexual orientation, gender identity, gender expression, sex, pregnancy status, national origin, age, disability, genetic information, marital status, or veteran status in accordance with applicable federal, state, and local laws.

Supervision

Reports to the Senior Education Manager

Schedule

Work hours are 8:30 am to 5:00 pm, 40 hours/week, Monday-Friday. Occasional weekend/evening hours; full-time exempt position.

Position Summary

The PRS Community Engagement Manager leads outreach efforts within MHAOhio's Peer Recovery Supporter (PRS) Department. This includes planning and delivering two annual recruitment events, disseminating the monthly PRS newsletter, developing strategic partnerships with PRS stakeholders, and engaging PRS and aspiring PRS with department programming. The position will support other program offerings within the PRS department as needed.

Job Duties

- Manage recruitment activities of the Peer Recovery Supporter program funded by the ADAMH Board of Franklin County and OhioMHAS.
- Manage the planning and delivery of two recruitment events per year:
 - Venue selection
 - Content development
 - Solicit and manage sponsorships
 - Lead bi-weekly event committee meetings
 - Recruit partners for resource fairs
 - Manage event budget
 - Disseminate promotional materials
 - Manage registrations
 - Coordinate volunteers
 - Review and analyze event evaluation data
- Conduct outreach to PRS employers, behavioral health providers interested in peer support, advocacy organizations, government agencies, and Peer Run Organizations to promote programming and cultivate relationships with other organizations in the peer support field.
- Conduct outreach to certified PRS and aspiring PRS with the goal of recruiting them to MHAOhio's PRS programs, including PRS Training and PRS Internship.

- Manage program efforts to support peers in the workplace, including support groups, continuing education trainings, and other events that promote networking and education for PRS.
- Solicit content, draft articles, and compile resources for the monthly PRS Newsletter.
- Assemble program reports for MHAOhio and funders.
- Regularly update MHAOhio's website with PRS jobs and continuing education opportunities.
- Support other PRS programs as needed.

Other Responsibilities

- Represent MHAOhio at events, on panels, in advisory groups or workgroups when appropriate.
- Other duties, within reason and scope of the position's primary duties, may be assigned after consultation with employee and supervisor.

Qualifications

- Minimum bachelor's degree in a related field
- Three years' experience; ability to communicate well orally and in writing
- Peer Recovery Supporter (PRS) certification or ability to obtain within one year of employment preferred
- Mental health background and passion desirable
- The ability to work effectively with diverse people and communities, contribute to a collaborative team, and be people-centric
- Ability to work well independently and within a multi-disciplinary team environment, managing multiple priorities with efficiency and organization
- Demonstrated attention and accuracy to detail
- Proficient with database management and Microsoft Office products, preferably in macOS
- Ability to fulfill assignments with reliability and punctuality

Salary Range

\$48,000 - \$53,000

Benefits

- 80% employer-covered medical, dental and vision insurance policies starting 30 days after hire
- 100% employer-paid life insurance policy starting 6 months after start date
- Access to a 403B plan
- Mileage and phone reimbursement (where applicable)
- Agency-paid professional development (up to a certain amount)
- 12 days of accrued, paid vacation time and 12 days of accrued, paid sick leave
- 11 paid holidays; 2 paid personal days; 5 paid mental health days available to use as needed
- Additional PTO for bereavement (up to 5 days) and parental leave (9 weeks)

To apply, please send resume, cover letter and salary requirements to: PRSmgr@mhaohio.org

December 2024