



MENTAL HEALTH ASSOCIATION OF SAN FRANCISCO  
870 MARKET STREET, SUITE 928  
SAN FRANCISCO, CA 94102  
PH: (415) 421-2926 | FAX: (415) 421-2928  
www.mentalhealthsf.org

## JOB DESCRIPTION

<b>POSITION:</b>	Peer Professional Development Specialist
<b>SALARY RANGE:</b>	\$48,000 - \$52,000 annually, depending on experience
<b>BENEFITS:</b>	Full-time benefits package (HMO or PPO medical, dental, vision, life and long-term disability); FSA, Commuter Check, and 403(b) options also available
<b>STATUS:</b>	Full-time (40 hours)
<b>HOURS:</b>	9am-5pm, Monday-Friday; some flexibility required for special events/needs

### ABOUT MHASF

MHASF is a mental health peer-run nonprofit located in downtown San Francisco and serving people and agencies across the Bay Area since 1947. MHASF is a local affiliate of the Mental Health Association in California and National Mental Health America. People with lived experience of mental health conditions are strongly encouraged to apply.

### OVERVIEW OF POSITION

The Peer Professional Development Specialist coordinates and implements MHASF workforce and peer development initiatives. Integrating work across multiple programs, this individual plays a key role in assisting peers through job coaching, training, and professional skills development, and will support the implementation and development of new projects including MHASF's outreach and advocacy program and an employment mentorship program. More broadly, the Peer Professional Development Specialist ensures that peers interested in using their lived experience in volunteering or employment are supported from recruitment through placement and beyond, and that program pathways and coordinating workflows are clearly defined and accessible. The Peer Professional Development Specialist reports to the Peer Development Manager.

### ESSENTIAL RESPONSIBILITIES

The successful candidate for this role will bring a combination of strong interpersonal, organizational, data management, and training/facilitation skills to fulfill responsibilities in the following general areas:

#### Training, Coaching & Professional Development

- Conducts peer education and workforce trainings, and leads SOLVE speakers bureau introductory and advanced trainings
- Supports MHASF professional development initiatives and coordinates with other peer workforce staff to identify and address skills and development needs across the agency
- Develops new and updated trainings in a variety of in-person and virtual formats
- Provides debriefing, mentoring, and coaching support to MHASF staff, volunteers, and participants

#### Recruitment, Outreach & Community Education

- Conducts community outreach, identifies tabling opportunities, and ensures inter-program coordination and mutual support in recruitment and outreach efforts
- Coordinates and leads community education presentations for service providers, educators, emergency responders, and others
- Contributes to content development for program marketing and assists with developing media strategy
- Supports annual MHSA Awards Ceremony planning, including recruitment of committee members and co-facilitation of planning meetings



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### Program Administration & Development

- Tracks and assembles program activity and outcomes data, and collaborates with Peer Development Manager to produce activity and progress reports
- Maintains up-to-date program information, including training materials and outreach collateral
- Assists in coordinating the MHASF mentorship program pilot project
- Contributes to the development of program policies and procedures
- Manages requests, distribution & tracking for participant stipends
- Supports grant writing and funding proposal efforts

As MHASF is a changing organization, additional responsibilities will arise depending on need.

### REQUIRED QUALIFICATIONS

- Excellent verbal and written communication skills, with ability to communicate across the agency and with the general public
- Proven experience as a central point of contact and integrator of activities across agency departments
- Experience coordinating and facilitating community outreach and trainings
- Working knowledge of county mental health systems in San Francisco
- Deep familiarity with mental health recovery resources, consumer empowerment/advocacy and program development
- Highly organized and resourceful, excellent attention to detail, ability to multitask and manage time well to accomplish all key tasks and deadlines
- High level of proficiency in MS Word, Excel and PowerPoint for data tracking, analysis, and presentation, with the ability to troubleshoot issues
- Collaborative team working style with ability to relate effectively with people from diverse backgrounds
- Commitment to the mission, vision, and values of MHASF
- Ability to travel to local and regional training sites and meetings
- Lived experience of mental health challenges/psychiatric disability required

### DESIRABLE QUALIFICATIONS

- Bilingual in Spanish, Cantonese, Mandarin or Vietnamese
- CPRP, Peer Certification, GED/High School diploma or other certifications desired

### TO APPLY:

Please send the following items to [careers@mentalhealthsf.org](mailto:careers@mentalhealthsf.org).

- 1) Cover letter describing your interest in this position and MHASF
- 2) Résumé

You may also submit your application via fax at (415) 421-2928.

The mission of the **Mental Health Association of San Francisco** is to cultivate peer leadership, build community, and advance social justice in mental health.