



JOB ANNOUNCEMENT

POSITION: Learning and Development Specialist:
Outreach and Client Cultivation Focus

REPORTS TO: Director of Strategic Projects

SALARY/ BENEFITS: Salary \$46,000 - \$54,000 DOE; Full benefits package (includes medical, dental, vision, EAP, paid vacation and other benefits)

HOURS/STATUS: Full Time / Exempt

ROLE DESCRIPTION:

The Learning and Development Specialist (LDS) will play a key role for promoting and recruiting client organizations for MHAOSF Training Institute (TI). TI is a key program offering of MHAOSF that provides training, technical assistance and consultations to non-profits, governmental and for profit organizations. LDS will play a key role in marketing, outreach, booking and coordination of training offerings and consultations to meet TI revenue and development goals. LDS will assist in the development of curriculum, and delivering on-line and in-person trainings. Position may require occasional nights and weekends and local and national travel.

RESPONSIBILITIES:

- Plan and organize logistics for training including scheduling, outreach and managing client relations
- Conduct phone calls and meetings with repeating and new clients to book trainings and consultations.
- Pitch and write blog posts describing TI training offerings and consultations
- Provide support and coordination to in-house and contracted trainers
- Support the training department in training standardization and quality control
- Serve as a liaison to relevant community programs and ensure coordination between the departments
- Lead efforts to streamline and coordinate peer program training, both internal and external
- Collect data and analyze the impact of programs and specific initiatives.
- Attend staff meetings and all staff trainings, provide relevant program updates to the full agency
- Provide support for conferences, convenings, fundraisers and other events as needed

- Lead and support MHSF coordinating mechanisms as assigned
- Travel locally and nationally for conferences, trainings, and other events
- Other duties as assigned by Center Associate Director.

REQUIRED QUALIFICATIONS:

- BA/BS degree, preferably in the social sciences, public health, or social welfare or four or more years of professional experience that corresponds with the responsibilities for this position as noted above
- 2-3 years' experience in developing and presenting training curriculum
- Track record of development of customer relations, recruitment of clients and sales
- Excellent written and oral communication skills; ability to organize and present complex information in a clear, accurate and concise manner
- Highly organized and resourceful, attention to detail ability to multi-task and manage time well to accomplish all key tasks and deadlines
- Professional computer skills including Microsoft Word, Excel, PowerPoint, and web-based collaboration/communication tools
- Ability to move projects forward, organizes information, and supports the coordination of multiple tasks and projects for successful and timely completion
- Commitment to consumer empowerment, culturally competent services, and nonjudgmental approach.
- Commitment to the mission, vision and values of MHSF

DESIRED QUALIFICATIONS:

- Awareness and understanding of mental health stigma and discrimination
- Commitment to the mission, vision and values of Mental Health Association-San Francisco
- Value the intensity and open-endedness of a growing organization over the stability and comfort of a larger organization
- Bilingual in Spanish, Cantonese, Tagalog, or Vietnamese preferred.
- Applicants of color and individuals with lived experience of mental with mental health challenges are encouraged to apply

TO APPLY

Send application materials via email, mail, or fax.

Email (Preferred):

luba@mentalhealthsf.org

Please include in the subject line the position you are applying for, your last name, and the initial of your first name.

Mail:

ATTN: Director of Strategic Projects
Mental Health Association of San Francisco
870 Market St, Suite 928

San Francisco, CA 94102

Fax:

415-421-2928

ATTN: Director of Strategic Projects

Application Materials

1. Cover letter describing your interest in this position and MHASF as well as how your experiences meet the required qualifications
2. Resume

No phone calls please. Applications will be reviewed as they are received.

About the Mental Health Association of San Francisco

The Mental Health Association of San Francisco (MHASF) advances the mental health of the people of San Francisco and leads the global community in advocacy, education, research and supports that promote recovery and wellness while challenging the stigma associated with mental health conditions. MHASF, a mental health consumer-run program, is the 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.