



Position: Suicide Prevention Program Manager

Reports To: Executive Director

Supervises: One staff

Location: Juneau, AK

Travel: Up to four weeks per year

Status: Full Time

Pay: \$71,000-\$85,000 depending on experience

Deadline to Apply: A first-round review of applications will be conducted on Nov 7, 2025.

Applications will continue to be reviewed on a rolling basis, and the position will remain open until filled.

To Apply: Send a resume and cover letter (maximum one page) to namijuneau@gmail.com

About NAMI Juneau

NAMI Juneau is a 501©3 non-profit organization whose mission is to provide education, advocacy, support and public awareness so individuals affected by mental illness can build better lives. We believe that lived experience and collaboration are the two key tools to meet our mission. Our websites (Juneaumentalhealth.org and namijuneau.org) give an overview of the specific services we provide in both Juneau and elsewhere in Southeast Alaska. The roots of NAMI Juneau date back to 1986. NAMI Juneau was incorporated in 2002.

About the Juneau Suicide Prevention Coalition

The Juneau Suicide Prevention Coalition (JSPC) is a program of NAMI Juneau. The main source of funding for JSPC comes from the State of Alaska's Division of Behavioral Health. A stipulation of this funding is that we collaborate with community partners to develop our suite of suicide prevention services. JSPC was formed in 2008. It was formerly a program of Juneau Youth Services and became a program of NAMI Juneau in 2020.

Job scope

The Suicide Prevention Program Manager is responsible for leading the coalition's work. This includes regular planning with community partners to determine the most relevant suite of educational and support services for youth and adults both in Juneau and Southeast Alaska. The Manager is responsible for delivering presentations, modifying existing programs and developing new programs from an Indigenous perspective, supervising our Youth Suicide Prevention Coordinator, supporting coworkers and partners who deliver our educational programs, planning suicide prevention events and convening coalition partners on a regular basis.

Primary tasks and areas of responsibility

Deliver suicide prevention education programming in Juneau and Southeast Alaska

- Plan and present our suicide prevention classes.
- Continue our efforts to include and promote an Alaska Native perspective in our suicide prevention efforts.
- Support and train facilitators for our suicide prevention classes.
- Present ad hoc suicide prevention training as requested by community partners.

Lead postvention efforts in Juneau

- Facilitate our monthly suicide loss survivor group.
- Lead postvention response after suicide deaths in Juneau.

Supervise youth suicide prevention programs

- Supervise our Youth Suicide Prevention Coordinator's education and support programs in the Juneau School District.
- Work with our Youth Suicide Prevention Coordinator to plan parent education events.
- Present some suicide prevention education programs to youth.

Lead suicide prevention outreach

- Plan outreach events to reach community members with suicide prevention information.
- Write content for NAMI Juneau's monthly newsletter.
- Manage and populate JSPC social media accounts.

Manage JSPC administrative duties

- Convene Coalition partners to create our annual suicide prevention work plan.
- Attend mandatory meetings with other prevention grantees from across the state.
- Travel to Alaska's annual suicide prevention conference.
- Contribute to grant writing and reporting.
- Contribute to annual budgeting process.

The ideal candidate has the following skills, traits and qualifications:

- A commitment to working with and on behalf of those who live with mental illness and their loved ones.
- Personal experience with mental illness, substance use and/or suicide.
- Ability to speak intelligently and compassionately about suicide.
- Experience working with local Indigenous people and organizations.
- Experience partnering with tribal organizations.
- Ability to be responsible for multiple projects.
- Commitment to social justice, equity and service to others.

- Proficient public speaker.
- Proficient in Microsoft Office (particularly Word, Powerpoint and Excel), Zoom, Google Drive, and email applications.
- Strong aptitude for problem-solving and partnership development.
- Excellent organizational, written and verbal communication skills.
- Ability to manage a programmatic budget.

Workplace Information

- NAMI Juneau's office is in the Teal Street Center (8711 Teal Street).
- This position occasionally works nights and weekends.
- Our office is dog-friendly and occasionally hosts a charming toddler.
- This position requires reliable transportation.
- Travel in Southeast is often via ferry and floatplane.
- The employee will need to be able to sit and stand in a classroom for up to 10 hours a day.
- The employee will need to carry objects weighing up to 20 pounds safely.

Any questions about this job opening can be sent to namijuneau@gmail.com

Equal Opportunity Employer: We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.

NAMI Juneau Employee Benefits

Eligibility

Eligibility to participate or enroll in NAMI Juneau – sponsored benefits is limited to employees in regular (vs. temporary) full-time positions.

Benefits

SIMPLE IRA Retirement Plan

The NAMI Juneau retirement plan allows employees to save for retirement by making tax-deferred contributions from their paychecks. NAMI Juneau will match contributions up to 3% of an employee's annual salary. Employer contributions are 100% vested at date of hire.

Paid Time Off

Regular, full-time employees receive 20 days of PTO and 10 days of sick leave per year. PTO is available immediately upon hire.

Holidays

Regular, full-time employees are provided with 14 set paid holidays and 3 paid floating holidays to be used at each employee's discretion.

Sabbatical

Employees are offered a one-month paid sabbatical every three years. This is offered in addition to the PTO that is offered annually.

Flexible Scheduling

Full-time is 36 hours per week. Employees benefit from some flexibility in scheduling their work hours. Employees can work occasionally from home. Employees are also offered two hours of wellness time each week to use as they see fit.

Health Care Coverage

While NAMI Juneau does not offer health insurance, we do pay a health stipend for staff to use for health care expenses. For the current fiscal year (ending June 30, 2026), the stipend is \$200 per paycheck.

Professional Development

Each employee is provided with a budget to meet their professional development goals.

Mileage Reimbursement

Staff who use their own car for transportation are reimbursed at the IRS mileage rate.