

JOB TITLE: JSPC Program Associate
REPORTS TO: JSPC Program Coordinator
STATUS: 20 hrs/week through June 30, 2022.
WAGE: \$24/hr
BENEFITS: See attached benefits description.
TO APPLY: Submit a resume and cover letter to Tdeasiswright@NAMIJuneau.org.



The vision of the Juneau Suicide Prevention Coalition (JSPC) is to create a community where all individuals have a sense of belonging, connectedness to others, and value their lives.

JSPC provides an array of suicide prevention efforts including regular trainings, public outreach and advocacy, school-based primary prevention, and postvention services. JSPC is partnered with NAMI Juneau, a local affiliate of the National Alliance on Mental Illness.

Position Responsibilities

The JSPC Program Associate will work with the JSPC Program Coordinator and coalition partners. Together, the Associate and the Program Coordinator will develop and support coalition activities surrounding suicide prevention in Southeast Alaska. Program priorities are responsive to community and partner needs.

Juneau Suicide Prevention Coalition Support

- Support events hosted by the coalition:
 - Attend public events and distribute literature as a representative of the coalition.
 - Work with the JSPC Program Coordinator to plan and prepare for events that promote mental health in Juneau.
 - Track project development and maintain correspondence with partners.
 - Maintain an appropriate amount of resources (brochures, flyers, etc.) for public events and postvention support.
- Provide administrative support for monthly coalition meetings:
 - Actively participate in monthly meetings.
 - Take meeting minutes.
 - Communicate with members before and after meetings.
 - Schedule, attend, and contribute to sub-committee meetings
- Perform communication tasks for the coalition:
 - Regularly post on Facebook and Instagram.
 - Write monthly newsletter and distribute using Mailchimp.
 - Create and distribute flyers with Canva.
 - Other communications with community partners as necessary.

Administrative and Other Duties

- Participate in team meetings and actively support the efforts of coworkers.
- Participate in staff equity and inclusion efforts.
- Other duties as assigned.

Requirements

- Reliable and maintains a desire to make a positive impact in the community.
- Ability to work in team environments.
- Creative thinker who is adaptable to changing conditions.
- Strong written and oral communication skills.
- Commitment to social justice, equity, and service to others.
- Ability to understand and communicate with people of different socioeconomic and cultural backgrounds.
- Proficiency in Facebook, Instagram, Mailchimp, Canva, and Microsoft Office applications.
- Current driver's license and auto insurance.
- Clearance of state and federal background checks.
- Ability to work occasional evenings and weekends.

Other Details

- NAMI Juneau and JSPC rely on grant funds. The Program Associate position is fully funded through June 30, 2022.
- NAMI Juneau is an "at-will employer" meaning the organization and employees are free to terminate the employment relationship with or without cause and with or without notice.
- Our office adheres to all relevant local and federal COVID guidelines.

NAMI Juneau is committed to creating an inclusive environment for all employees and does not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a veteran, an individual with a disability, or other applicable legally protected characteristics.