

NAMI WASHINGTON TRAINING COORDINATOR POSITION

Application deadline: January 30, 2010
Start date: Mid February 2010

Job description: Coordinate, plan, and manage trainings offered by NAMI Washington State. Trainings include but are not limited to NAMI signature programs such as Family to Family, NAMI Connection, NAMI Basics, Peer to Peer, In Our Own Voice and all “train the trainer” courses.

The NAMI WA Training Coordinator will be an independent contractor, reporting to a designee of NAMI Washington Board and its Education and Training Committee. The person selected for this contract must have knowledge about NAMI and strong organizational, computer, Internet and interpersonal skills.

Duties:

- Determine appropriate training locations and sites, in consultation with the Education and Training Committee and NAMI affiliates.
- Manage the pre-registration process for training applicants.
- Prepare site and trainer contracts, in consultation with the NAMI WA treasurer.
- Supply all necessary materials and equipment for each training session.
- Be present at each state training event to facilitate registrations, assist trainers and participants, and do problem-solving in case of emergencies.
- Keep clear and timely records of training costs, making sure that event expenses are held within NAMI WA budget allocations.
- Coordinate with the NAMI Washington Board and Office to distribute to affiliates current information about state and national training opportunities.
- Maintain a calendar of regular trainings for NAMI signature programs and a roster of state trainers for each program.
- Manage the portion of the NAMI WA website pertaining to state trainings.

Pay: \$450 to \$500 per month, depending on experience and skill level. Actual and reasonable travel expenses to and from the training locations will be reimbursed.

Supervision: Done by a designee of the NAMI Washington Board Executive Committee. The Training Coordinator can be reappointed for a second year, on the NAMI WA Board's recommendation.

Applications: To request an application form, contact Rebecca Thompson at the NAMI Washington state office in Lacey: ph 360-584-9622 office@namiwa.comcastbiz.net or write to NAMI WA, 4305 Lacey Blvd #5, Lacey WA 98503