



Job Description Program Manager

The Kennedy Forum Illinois

The Kennedy Forum Illinois is led by a diverse Leadership Council of civic, business, philanthropic, faith, and community leaders who have come together to end stigma against mental health and substance use disorders in attitudes and practice. We envision a future where all persons are treated with dignity and receive the person-centered mental and physical care and support they need to thrive and achieve their goals; with a health system that fully recognizes that the brain is part of the body.

Purpose

The Program Manager will report directly to the Program Director to manage and execute the daily operations of the organization. Supporting the Program Director, Development Director, and Executive Director, this Program Manager is responsible for coordinating and executing all workplace trainings, event planning for outreach initiatives (including Mind Matters and On The Table), coordinating communications with internal and external stakeholders, processing donations, and other administrative tasks. The Program Manager supports all event planning needs for the annual convening.

Essential Duties and Responsibilities

- Conduct outreach to community stakeholders and employers throughout Illinois regarding mental health awareness and Mental Health First Aid;
- Schedule and execute mental health awareness and/or Mental Health First Aid trainings with employers;
- Coordinate the organization's Mental Health Public Awareness Initiative project on Chicago's south side with partner organizations to conduct trainings in identified community areas;
- Manage the organization's internal database of donors and contacts;
- Maintain the Board of Directors meeting schedule, and plans for meetings (logistics, agenda, document preparation, follow up);
- Organize Leadership Council events as needed (1-2 per year), which includes coordinating communications to council members, event planning, and follow-up;
- Organize and manage events for internal and external stakeholders on regular basis, including the annual convening;
- Manage the annual *On the Table* and *Mind Matters* initiatives to engage hundreds of Illinoisans in conversations about mental health and substance use disorders with the purpose of providing education and eliminating stigma;

- Manage communications to internal and external stakeholders through various channels, including management of a monthly newsletter and social media; and
- Manage grants related to all programs, including voucher reimbursement, scopes reporting, and expenditures.

Qualifications and Experience

- Bachelor's degree in a related field from an accredited institution required, Master's degree preferred.
- Over three years of experience in project/program management with increasing responsibilities required.
- Certification in Mental Health First Aid at Work™ preferred.
- Passion to eliminate discrimination towards mental health and substance use disorders required.
- Impeccable written and oral communication skills required.

Knowledge & Skills

- A self-starter willing to work autonomously who will dive into an issue in search of a solution.
- Skilled in project management; evidence of taking projects from concept to completion with consistent positive outcomes.
- Knowledge of current community challenges, public policy context, and opportunities relating to mental health and substance use disorders.
- Strong knowledge of and experience in social media platforms to disseminate pertinent news and information to wide audience.
- Knowledge of operational and financial management.

The Kennedy Forum Illinois makes all hiring decisions in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin, citizenship status, military service, marital status, different ability or disability, or any other factor determined to be unlawful by federal, state, or local statutes.

Individuals with lived experience of mental health and/or substance use disorders are strongly encouraged to apply.

Please submit resume and coverletter to: James@thekennedyforum.org with the subject line "TKFI - Program Manager". No phone calls will be accepted.