

Position Title	<i>Mental Health Director, AMHP Chapter</i>
Reports to	<i>President, AMHP Chapter</i>

Position Summary

The Mental Health Chapter Director is responsible for promoting mental health and well-being as guided by AMHP's mission, and for being an evidence-based expert that can contribute to conversations on how to improve the mental health of all Americans and especially that of American Muslims.

Duties and Responsibilities

The Mental Health Chapter Director will perform duties such as, but not limited to (including any other duties and responsibilities outlined in AMHP Chapter's bylaws):

- Engage in activities to raise awareness on various mental health topics by writing op-eds, blogs, hosting webinars, presenting at conferences, participating on panel discussions at local mosque/community center/non-profit organization.
- Liaison with local government officials, school boards, mental health agencies, NAMI chapter, etc. to represent AMHP Chapter's mental health programming.
- Coordinate efforts with Chapter Health Policy and Advocacy Director to advocate for mental health policies.
- Collaborate with the Chapter Board of Directors to develop communication strategies that will broaden programmatic reach and deepen impact.
- Engage in public outreach to heighten AMHP National and AMHP Chapter's visibility and awareness regarding its mission, value and accomplishments.
- Establish and cultivate ongoing local relationships with organizations, and identify significant organizations, individuals, and media that can be leveraged to support AMHP Chapter's mental health initiatives.
- Communicate on a recurring basis with AMHP National's Mental Health Programming Director on ideas and implementation of mental health initiatives at the local level, and stay connected on AMHP National's mental health initiatives.
- Develop and refine AMHP Chapter's "core" messages to ensure organizational consistency, which must not conflict with AMHP National mission and vision.
- Oversee organizational response to inquiries about AMHP Chapter's mental health initiatives.
- Participate on the Mental Health Committee and collaborate with other members on initiatives developed by the Committee.
- Assist in fundraising efforts.

Time Commitment

- This position will require approximately 4-6 hours per month.
- Attend all Board meetings on a monthly basis. Board members are expected to attend at least 75% of all regularly scheduled meetings.

Desired Qualifications

- A post-graduate degree in a mental health field. Being a licensed, practicing mental health professional (i.e. therapist, psychologist, psychiatrist, social worker, counselor, etc.) is required.
- Having 2-5 years of non-profit experience is a plus.
- Knowledge of the following is an asset: strategic planning, mental health as it impacts American Muslim community, understanding of cultural competency, etc.
- Ability to work independently and as a team player to productively engage with others.

- Strong organizational, leadership and time management skills with exceptional attention to detail.

Additional Expectations

While upholding the highest standards of fiscal oversight, resource development, and governance, AMHP Chapter board members are also expected to consistently deepen their knowledge and understanding about AMHP's work and act with the utmost integrity. Additional expectations include:

- Have the most up-to-date knowledge and understanding of AMHP's mission, goals, and activities.
- Maintain the confidentiality of all board deliberations.
- Accept board decisions, and speak outside of the board with one voice after a decision has been made.
- Be willing to use individual expertise as needed for specific research, communications, outreach, and development or operations gaps.
- Act on behalf of the chapter and its interests, putting aside personal concerns, affiliations, or constituencies.
- Speak on behalf of the chapter only when authorized to do so.
- Be aware of AMHP's conflict of interest policy and abide by it.