



Job Title	Mental Health Program Manager
Hours	Full-Time
Location	<i>Remote. Candidates must be based in United States. Some evenings and weekend hours are required. Some travel is required for trainings, events and conferences.</i>
Salary	\$70,000 - \$80,000

Mission: To strengthen the impact of Muslim health professionals to improve the

health and wellness of all Americans. American Muslim Health Professionals (AMHP) brings together a community of activists, health advocates, clinicians and other health professionals committed to public health, civic engagement and social justice. AMHP’s three core areas of focus are professional development, mental health and advocacy for underserved communities.

Vision: To be a leader in improving public health, through efforts inspired by the Islamic tradition

Position Description

American Muslim Health Professionals is seeking a highly motivated **Mental Health Program Manager** who will oversee mental health program expansion through education, research, specialized services, policy and advocacy. The Program Manager also works with community stakeholders, and partner organizations to:

- Spearhead the integration of behavioral health services and expand AMHP’s mental health programs
- Assist and optimize in delivering various mental health initiatives including Mental Health First Aid programs
- Develop novel mental health programs that align with the interests of the AMHP demographic.

The successful candidate should be a highly organized, and strategic professional who can prioritize various tasks and responsibilities, collaborate with teammates, and identify ways to improve the facilitation of the certification program.

Duties and Responsibilities

The Mental Health Program Manager will perform duties, such as, but not limited to the following:

Program Development & Expansion

- Expand current mental health program offerings: Mental Health First Aid trainings, mental health toolkits, workshops, etc.
- Coordinate Mental Health First Aid (MHFA) training requests in a timely and efficient manner in coordination with MHFA-certified instructors.
- Serve as a point of contact for participants having technical or logistical issues.

- Update policies and procedures of AMHP's coordination of MHFA when necessary.
- Coordinate events, webinars, conferences, roundtable discussions, and more in order to raise awareness on mental health issues.
- Oversee logistical details related to publicizing, planning, and executing events.
- Coordinate monthly meetings for AMHP's Mental Health Committee and follow up on an as-needed basis with members
- Provide guidance on external messaging/communications regarding program and training events
- Manage mental health advocacy group with several partners, which may include finalizing reports on mental health in the Muslim community, meeting with organization partners, and identifying ways to connect mental health work with health policy/advocacy work.
- Report related key performance indicators and success metrics monthly

Research & Program Evaluation

- Maintain database that tracks attendance rates of each session and other pertinent demographic data
- Update records on training participants to advance research on MHFA data
- Assist in drafting manuscripts for conferences and/or publication
- Assist in mental health research on an as-needed basis.

Outreach

- Represent AMHP at conferences, webinars, meetings, and events.
- Coordinate outreach to state and local agencies, community organizations, mosques, and AMHP's growing membership base.
- Establish collaborative relationships with key stakeholders and partners.

Fundraising:

- Collaborate with Fundraising team to identify new and existing sources of funding for AMHP's mental health program.
- Assist in the submission of grants and submit reports to Foundations

Knowledge, Skills & Abilities

Education/Experience: Master's degree in a mental health discipline including but not limited to Certified consulting/licensed psychologist (PhD), Licensed Clinical Social Worker (LCSW), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Counseling (LPC) etc. Mental Health First Aid Instructor Certification preferred. Familiarity with the intersection of mental health and American Muslim community considerations is an asset. M

Program Management and Evaluation Skills: Demonstrated knowledge of practices in mental health, public health, familiarity with non-profit financials, public policy, and a working understanding of outcome measures and evaluation is preferred.

Technical Knowledge: Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and a familiarity with or willingness to learn Microsoft 365 is required.

Relationship Building: A strong record of managing partnerships and building effective relationships in varied environments and with diverse constituents. Ability to work independently with little supervision and as a team player to productively engage with others.

Communication Skills: Demonstrate excellent oral and written communication skills. Ability to comfortably correspond with diverse audiences including donors, Board members, civic and religious leaders, government officials, and nonprofit and community groups.

Leadership Skills: Leadership and management experience in a non-profit organization and familiarity with the health industry is an asset. Strong creative, strategic, analytical, project management, and time management skills are essential. Must be able to perform tasks with minimal supervision.

How to Apply

Please apply directly on our website at: <https://amhp.us/joinourteam/>
Be sure to include a resume, cover letter, and list of references.

American Muslim Health Professionals is an equal opportunity employer. We especially encourage all those with lived experience navigating mental health inequities to apply for this position. We apologize in advance and will not be able to respond to all applications; only candidates who meet requirements and selected by the Search Committee will be contacted for an interview.