

Our Minds Matter (OMM) Program Coordinator, full-time

Our Minds Matter (OMM) is a non-profit organization dedicated to providing teens with education, resources and support in the area of mental health so that they never turn to suicide. OMM is a student-led club model that equips students with the resources and tools to change their school culture around mental health. As a constantly developing organization, OMM is looking for a mission-driven Program Coordinator who will help grow the reach and impact of the our minds matter program.

The Role

The Program Coordinator will be responsible for the successful implementation of OMM high school clubs, working to meet OMM's goal in supporting 150 schools by the 2022-2023 school year.

The Program Coordinator will report directly to the Program Director to meet programmatic goals and evaluation as set forth by the OMM strategic plan. Additionally, the coordinator will work closely with the Program Manager to support quarterly leadership trainings, month-long campaigns, and various other program initiatives.

Key Responsibilities

Responsible for the maintenance of select district/county wide expansion plans in collaboration with programmatic or funding partners. Tasks related to this job include:

- Coordinate monthly communication to share expansion progress
- Provide a monthly club impact report
- Develop and execute targeted outreach efforts to select high schools
- Support any annual wellness initiatives as needed conducted by the school district or county

Maintain a positive relationship, system of communication and tracking of OMM high school clubs. Tasks related to this job include:

- Process and onboard new OMM clubs and leads
- Maintain club and lead management data on Salesforce
- Execute various outreach/communication strategies to students and school staff
- Provide ongoing, custom support to student leaders and staff sponsors
- Coordinate on-site/virtual visits with OMM schools
- Collect and enter program implementation data
- Assist with exporting data for program evaluation and other grant requirements

Our Minds Matter is dedicated to promoting diversity and inclusion in our content, work, and staff. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, nationality, ethnicity, and every other attribute that makes us unique.

Support the continuous development to the OMM program for growth, improved implementation and impact results, specifically tasks include:

- Support the Program Manager in executing various OMM events such as leadership trainings and month-long awareness campaigns
- Maintain programmatic elements on the website
- Coordinate with partner organizations
- Assist in the annual content revamp to adequately reflect relevant and evidence-informed activities
- Support the development of internal programming processes
- Direct interns and other contracted staff as needed

Other Responsibilities

Assist with event planning, grant support and other projects as needed. Tasks related to this job include:

- Support the Annual Joshua Ball in November
- Assist in other fundraising efforts as needed

Required Qualifications

- 1-2 years related experience managing projects and coordinating events
- Demonstrated ability to take initiative and work autonomously
- Excellent verbal and written communication skills; strong customer service
- Strong follow up and attention to detail
- Ability to effectively work with Google Drive and social media platforms
- Comfortable learning and working with online software such as: WordPress, Salesforce, Tableau, Canva, Asana
- Passion for improving mental health, especially in our teen population
- Ability to travel to local participating high schools

Desired Qualifications

- Preference for individuals with a relationship to the D.C. Public School system or D.C. community (current/former residents, alumni etc)
- Comfortable and skilled in using various social media platforms such as Instagram, TikTok, Facebook, Twitter, etc.
- Experience working with teens or young adults
- Background or training in mental health

Job Type: full-time

Salary: \$50k-\$55K

Benefits: Health benefits; unlimited paid time off, including Federal Holidays; professional development; flexible teleworking

To apply, please send a cover letter and resume to hire@ourmindsmatter.org with subject of email: Program Coordinator Application.

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