

Our Minds Matter (OMM) Program Coordinator, Full-Time

About Our Minds Matter

Our Minds Matter (OMM), formerly the Josh Anderson Foundation (JAF), was established in 2012 in Vienna, VA, with the vision to end teen suicide. The Foundation was named after Josh Anderson, who died by suicide in 2009 at seventeen. For the past 10 years, the Foundation has provided in-school mental health support to over 125,000 teens in the DC Metro Area (DMV) and beyond through speaker presentations, mental health awareness campaigns, and its flagship program, Our Minds Matter. The OMM program is an innovative and grassroots effort that engages teens directly in taking action to prevent teen suicide. OMM clubs, led by students and overseen by staff sponsors at each school site, teach adolescents how to cope with distress and where to seek out appropriate mental health resources while providing opportunities for meaningful connection among students, all of which are evidence-based strategies for suicide prevention. Since the OMM program launched in 2016, we have grown to be the leading provider of adolescent peer-to-peer mental health programming in the DMV. Expanding rapidly, OMM has grown its club count from 16 schools in June 2018 to 131 OMM clubs today, 72 of which are in the DMV.

The Role

The Program Coordinator will be responsible for the successful implementation, coaching and sustainability of a defined cohort of OMM student-led clubs. The Program Coordinator will report to the Program Director as a vital member of OMM's growing program team working to meet OMM's strategic goal to sustain and grow a regional and national presence of OMM clubs.

Additionally, the coordinator will work closely with the Associate Director of Impact and other members of the program team to support student leadership trainings, awareness campaigns, and various other program initiatives that enrich the experience for participating students, while proactively reaching marginalized populations.

Attributes of Competitive Candidates

Competitive candidates have 1-2 years of experience in managing projects and coordinating events, preferably with the student population. They must enjoy working autonomously on small teams whose members all wear many hats. They must have a strong commitment to justice, equity, diversity, and inclusion.

Key Responsibilities

Maintain a positive relationship, system of communication and tracking of data to ensure every club is able to reach positive mental health outcomes. Tasks related to this job include:

- Process and onboard new OMM clubs
- 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

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 schools
- Support wellness initiatives as needed held by the school district or county

Support the continuous development and execution of the OMM program for improved implementation and impact results, especially for marginalized populations; specific tasks include:

- Support the Associate Director of Impact and other team members in executing various OMM events such as leadership training and awareness campaigns
- Coordinate with partner organizations for shared events and initiatives
- Assist in content adaptations 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 annual organization fundraising events
- Assist in other fundraising and operations efforts as needed

Required Qualifications

- 1-2 years related experience managing projects and coordinating events
- Demonstrated ability to take initiative and work autonomously
- Strong follow-up and attention to detail
- Excellent verbal and written communication skills; strong customer service
- Passion for improving mental health, especially in teen population
- Ability to travel to local participating schools
- Flexibility for planned evening and weekend work hours
- Valid criminal background check via state police and Child Protective Services
- *Fully vaccinated against COVID-19

Desired Qualifications

- Knowledge, understanding and experience with the unique social and economic barriers facing immigrant families and/or historically underrepresented communities
- Bilingual in Spanish
- Experience working directly with teens or young adults from diverse racial, ethnic, and socioeconomic backgrounds
- Preference for individuals with a relationship to the Fairfax County Public Schools, Montgomery County Public Schools, District of Columbia Public Schools or DC Metro Area community (current/former residents, alumni, etc.)
- Ability to effectively work with Google Drive and social media platforms
- Comfortable learning and working in online platforms such as: WordPress, Salesforce, Tableau, Canva, Asana
- Background or training in mental health

Job Type: Full-Time

Reports to: Program Director

Salary: Range starts at \$52,500, with the ability to earn up to a 10% annual bonus

Benefits:

- Full premium coverage of medical, vision & dental benefits
- Generous Paid-time off (PTO) policy, including paid leave for all Federal Holidays, one Floating Holiday and summer Fridays
- Paid parental leave
- Flexible teleworking
- Professional development

The primary office location is 1875 K St. NW, Washington DC 20006.

To apply, please follow this link: bit.ly/OMMPC22. Please let us know what accommodations you might need when applying or if invited for an interview.

*Due to OMM's in-person work with students, all employees must be fully vaccinated against COVID-19 unless a medical or religious exemption is approved.

Our Minds Matter actively centers justice, equity, and inclusion in our program strategy, program content, organizational workplace, and staff. We believe deeply in diversity of ethnicity, ability, gender, sexual orientation, religion, and culture and that our differences are what make us unique and beautiful. We promote an environment where everyone is encouraged to bring their authentic whole selves to work.