

MAMCH's Infant and Early Childhood Division
Endorsement Coordinator and Assistant Director Job Description
(28-32 hours/week)

Endorsement Coordinator/Assistant Director will report to the IEC Director

Organization Summary and Mission: Founded in 1989, the Minnesota Association for Children's Mental Health is a 501(c)(3) nonprofit whose mission is to promote positive mental health for all infants, children, adolescents, their families and caregivers

Endorsement Responsibilities

1. Implement Endorsement policy and procedures
2. Advise and communicate with Endorsement candidates about their status and next steps.
3. Coordinate each step of the Endorsement process including communication with reviewers and applicants, scheduling exam dates and exam reviews, create materials to support Endorsement candidates, and managing annual renewals.
4. Schedule and facilitate every-other month Endorsement committee meetings
5. Collaborate with the MACMH-IEC advisory board, including meeting with leadership groups: co-chairs, IEC director, and committee coordinators monthly for communication, coordination of programing.
6. Coordinate recruitment and training of Endorsed® volunteers to review applications and score exams in collaboration with program director
7. Represent MACMH's Infant and Early Childhood Division with the Alliance for Infant Mental Health by participating in monthly calls and keeping ongoing communication.
8. Assist in data collection to support growth and development of the Endorsement process

Training and Professional Development Responsibilities

1. Provide support with the Infant and Early Childhood Conference, including development, marketing, and implementation.
2. Provide support to develop and coordinate efforts to build capacity for reflective consultation/supervision and its availability throughout the state.
3. Assist with the development, marketing, and implementation of reflective supervision/consultation training and development of groups around the state.

Outreach Responsibilities

1. Increase awareness and understanding of the Endorsement process through collaborative efforts with other groups and agencies.

2. Promote MACMH-IEC's mission through management of social media accounts.
3. In collaboration with the IEC Director, represent MACMH's Infant and Early Childhood Division at a community level in meetings and workgroups.
4. Represent IEC Division at all MACMH staff meetings.
5. Support member engagement and growth through building relationships, responding to inquiries and supporting membership events.

We are committed to hiring individuals who contribute to the cultural diversity of our workplace. Our hiring decisions are guided by our equity value: embracing differences, seeking to eliminate racism and other forms of discrimination, and striving to create a workplace in which everyone matters.

Qualifications

- Applicant must be Infant Mental Health Endorsed® or working towards Endorsement at a category II, III or IV
- Bachelors' degree required; master's degree preferred
- Experience in the infant and early childhood field
- Strong interpersonal and communication skills

Salary

39,000 to 50,000 - dependent on hours and qualifications

How to Apply

Email resumé, cover letter, and list of three references to: jobs@macmh.org with "Endorsement Coordinator and Assistant Director Application" in the subject line.