



**Position:** Part-time Community Liaison (will become full-time after one year)

**Employer:** Mental Health Association of Rhode Island (mhari.org)

**Overview of this Role:**

MHARI's goal is to become a more influential and engaged policy advocate in Rhode Island's mental health community. The community liaison will expand the realms in which MHARI monitors and influences legislation, policy, rulemaking and regulations. A major responsibility of this role is to develop and manage MHARI's volunteer program and grassroots outreach efforts. We are most interested in cultivating advocacy volunteers who can share with external stakeholders their stories of lived experience. Additionally, the community liaison is responsible for assisting with planning small events or workshops, overseeing non-clinical research projects, and representing MHARI at community meetings.

**Immediate Supervisor:** Parity Initiative Project Manager

**Hours and Salary:** \$22/hour X 21 hrs. per week x 52 weeks = \$24,024 per year. We anticipate this position will become full-time in late 2023, pending funding. This position is largely remote. This position requires attendance at community meetings and events. We anticipate this position becoming full-time in late 2023.

**Major Responsibilities:**

- Assist MHARI staff in developing a volunteer program (including defining volunteer roles and development of volunteer training)
- Organize volunteer training and 1st round of volunteer activities (i.e. tabling, special volunteer led event, etc.) and manage volunteer appreciation (i.e. thank you notes, etc.)
- Build and maintain relationships with community-based organizations, places of worship, schools, students, parents, mental health providers, relevant state departments, and other stakeholders. Represent MHARI to the public in a positive light.

- Represent MHARI at appropriate community meetings as assigned by the Executive Director (i.e. SHAC, RI Housing Coalition, Women's Fund, Mayor's Council on Beh. Health, etc.)
- Recruit, engage, and support grassroots spokespeople/activists AND, as needed, organize their testimony for hearings and/or other advocacy related activities
- Support Project Managers in organizing/facilitating community outreach/educational webinars, workshops & special events including tasks such as -- promoting events; recruiting speakers; providing in-person staff support; confirming event enrollees; and surveying event participants regarding their satisfaction as a means to help build further engagement
- Monitor and promptly respond to office voicemails and info@mhari emails
- Update MHARI Facebook/Instagram pages at least four times per week
- Collaborate with MHARI staff on publication of monthly e-newsletter in Constant Contact. Contribute one article per newsletter.
- Distribute MHARI Parity Initiative and other public education materials to 15+ different entities
- As Needed:
  - Attend meetings with staff and other stakeholders
  - Participate in MHARI fundraising efforts and events
- Other duties as assigned.

**What you will bring to the role:**

- Rhode Island resident with knowledge of our state's diverse communities
- Passion for community service
- A strong understanding of the need for equity, diversity and inclusion in mental health
- Professional integrity - honesty, reliability, respect, open communication, strong work ethic
- Must be self-directed and able to work independently and remotely
- 1 to 3 years of relevant experience (including academic experience)
- Ability to work occasional nights and weekends for events
- Creativity and a vision for what MHARI can achieve and become
- Confidence presenting to adults and youth/young adults in virtual or in-person settings
- Strong organizational skills and the drive to take projects from concept to completion
- Excellent problem-solving skills, resourcefulness, and resilience in the face of change and challenges
- Strong communication skills (speaking, writing, and listening)
- Not required but preferred: experience using G-mail and Google Drive, SurveyMonkey, Zoom, Constant Contact, Microsoft Office applications, social media

**To apply, please send a cover letter, résumé and two writing samples to [employment@mhari.org](mailto:employment@mhari.org) as soon as possible.**

**About MHARI:** Founded in 1916, the Mental Health Association of Rhode Island's mission is to promote and nourish mental health through policy development, advocacy and education. We listen to, speak for, and advance the interests and rights of people with mental health conditions. Our overarching goal is to improve access to treatment so that every Rhode Islander can live their best life. We strive to cultivate an organizational culture of support, positivity, open communication, compassion and gratitude.

*The Mental Health Association of Rhode Island does not discriminate on the basis of race, color, national origin, religion, sex, gender, sexual orientation, or disability in our work, employment, and programs. All are welcome.*