



Young people just seem to like you and you like them back! You are creative and love a challenge. You are passionate about making a difference in young people's lives.

If this sounds like you, we may be the company you're looking for!

Behavioral Health Network (BHN) is a regional agency working to improve our community by leading behavioral health planning and coordination through shared responsibility, accountability, transparency, inclusiveness, mutual respect and racial equity. We collaborate with behavioral health providers, advocacy organizations, government leaders, and community members dedicated to developing an accessible and coordinated system of behavioral healthcare with emphasis on services to the uninsured and underinsured. We are committed to having a diverse and inclusive workforce which represents all individuals within the communities we serve.

We are looking for the right Project Coordinator who can blend innovative project planning and management for our Youth Family Tree initiative and mentoring young wellness champions in north county churches for our Bridges to Care initiative.

The salary range for this position is \$35,000 to \$45,000 annually DOE.

During your day, you will participate in activities like this:

- Work collaboratively with both internal and external teams.
- Provide day-to-day coordination like organizing and attending meetings and making sure that supplies are available.
- Establish rapport with our collaborating partners' while building and maintaining a positive relationship with them. You would make sure everyone's voice is considered in project planning.
- Ensuring documentation is accurate and up to date as well as writing, editing, and coordinating communication materials.
- Assisting with program oversight, analysis of data and develop routine progress reports on key outcomes.
- Facilitate presentations to educate partners on the purpose and mission of the project while explaining the qualifications and resources available.

You could be right for this job if:

- You have bachelor's degree, but if you have a master's degree it is even better.
- **You have three years of experience (combined) doing project management for intervention programs. OR You have communications or marketing experience in the health/behavioral health field.**
- You are comfortable working with a broad range of diverse stakeholders in the community setting.
- You have experience writing reports and outlining progress towards goals.
- You are organized, pay attention to detail, and have strong verbal and written skills.

Additional skills that are preferred:

- Prior experience in coordinating multiple aspects of multi-agency programs and providing written progress reports.
- Experience working with Community Mental Health Centers or the Missouri Department of Mental Health.
- Monitoring and tracking of programmatic data and making decisions to benefit programmatic functioning.
- Understanding of the principles of case management, intervention, and behavioral health treatments.
- Experience in grant writing and leveraging outcomes for funding development.

If you believe BHN is the place for you to utilize your skillset in making a real difference in the lives of others, you should submit your resume and cover letter to: bhn@bhnstl.org