

Position Announcement Mental Health Task Force Coordinator

Job Type: Limited Term Employee (LTE); duration of 1 year from start date.

Full Time Equivalent: 0.3 Full Time Equivalent (12 Hours/week)

- Flexible schedule. May work more than 12 hours some weeks and fewer other weeks but must remain under 20 hours for the week.

Reports to: Public Policy Manager

Rate: \$25 / hour (hourly)

Location: Milwaukee County residency strongly preferred. Must be a Wisconsin resident.

- Work remotely. Can come to Disability Rights Wisconsin's Milwaukee office periodically to use a temporary workspace.
- Many meetings are in-person; the Coordinator must be able to attend in person.

Application Instructions: Submit resume **and** cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications, online at www.disabilityrightswi.org/careers

Application Deadline: Resumes and cover letters accepted until position is filled.

Alternate formats of this Position Announcement are available upon request. Materials may be submitted in alternate formats if necessary.

About DRW and the Milwaukee Mental Health Task Force

Disability Rights Wisconsin is the state's Protection and Advocacy system, charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. DRW's programs include Protection and Advocacy for People with Mental Illness (PAIMI). DRW was a leader in establishing the Mental Health Task Force and has coordinated the Task Force since its inception.

The [Milwaukee Mental Health Task Force](#) (MHTF) was formed in 2004, in response to a crisis in inpatient psychiatric services that exposed major gaps in Milwaukee's system of mental health care. The MHTF includes participants from community organizations, and other community members, who work collaboratively to advance the quality and responsiveness of mental health and substance use disorder services, give peers and families a strong voice, reduce stigma, and implement recovery principles. The MHTF co-chair has a seat on the Milwaukee County Mental Health Board.

Key Responsibilities

1. Staff and coordinate monthly MHTF meetings and special programs.

- Recruit and invite speakers, in partnership with co-chairs.
- Promote meeting and arrange for website posts and registration.
- Assist co-chairs with facilitating the meeting.
- Work with planning committee on annual Karen Avery forum and awards.

2. Staff monthly Steering Committee meetings.

- Plan the meeting agenda and provide meeting notices.
- Work with Steering committee members to plan MHTF meeting and programs.
- Share policy updates and recommendations.
- Help with recruitment and orientation of Steering committee members in partnership with co-chairs.

3. Provide policy leadership for the MHTF.

- Analyze county and state policy and budget proposals and take a lead role in developing position papers and public comments.
- Support Task Force members to advocate on mental health policy and budget issues and provide email updates and briefings at MHTF meetings.

4. Coordinate funding-related activities.

- DRW serves as fiscal agent for the MHTF. The MHTF Coordinator will work with accounting and admin staff as needed on fiscal and budget matters.
- Develop communications about annual membership campaign and work with co-chairs and steering committee to secure organizational memberships.
- Work with DRW admin, accounting, and IT staff to coordinate annual membership campaign including processing membership fees, tracking, and sending acknowledgements.
- Marie Perry funds help to support the annual forum and annual awards.

5. Coordinate social media and listserv.

- Provide content for the MHTF Web site including for monthly meetings, membership campaign, and other updates. Coordinate with the Public Communications Specialist, who will post website updates.
- Provide content and make posts for the MHTF Facebook page.

- Maintain listserv list and send out regular communications.
- Coordinate with DRW IT as needed.

Qualifications

Required:

- Minimum 2 years' experience working on advocacy and/or policy issues.
- Excellent communication skills; oral, written, and through social media platforms.
- Experience with coalition work.
- Experience coordinating educational programs and developing communication materials.
- Strong computer skills including proficiency with Windows-based programs and experience with social media.
- Ability to work well independently and in teams.
- Ability to travel regionally and occasionally to Madison.
- Ability to work a flexible schedule with some weekend and evening hours.
- Knowledge and commitment to the principles of disability rights.
- Experience/direct contact with persons of culturally diverse background.

Preferred:

- Bachelor's degree in Communications, Political Science, or related field from an accredited college or university is preferred. The equivalent of 4 years of full-time relevant work experience may be substituted for a college degree.
- Knowledge of the mental health system and related advocacy issues.
- Experience monitoring legislation and working with legislative and/or agency staff on policy issues.

EEO/AA | We're an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.