



Job Title: Campus Engagement Associate (Part-Time/Temporary)

Location: Regional Community Colleges Across the State

Position Type: Part-Time Temp; Oct 1 – June 30, 2025 (up to 30 hours per week, flexible with programming needs) \$25/hour nonexempt remote employee and eligible for mileage reimbursement.

Number of Positions: 3 (Western Maryland, Central Maryland, South/Eastern Maryland)

Job Summary: The Campus Engagement Associate will support the implementation and expansion of Mental Health First Aid (MHFA) programming at regional community colleges. This role is a blend of teaching and administrative responsibilities, requiring a dynamic individual who is both organized and comfortable engaging with diverse college communities. The associate will work closely with instructors, coordinators, and other stakeholders to ensure effective delivery of MHFA trainings and outreach activities.

Key Responsibilities:

- **Program Coordination and Support:**
 - Respond to inquiries regarding MHFA instructor and community classes.
 - Build and manage courses in the Learning Management System (Connect), ensuring all necessary steps are completed for effective class execution and accurate data tracking.
 - Provide administrative support to instructors and coordinators within the assigned region.
- **Training and Outreach:**
 - Facilitate, develop, and attend training sessions, outreach events, and advocacy opportunities to promote mental well-being, with a focus on MHFA.
 - Deliver a minimum of one MHFA training per month, either virtually or in-person.
 - Participate in training to become a Mental Health First Aider and a Certified Instructor within the first 60 days.
- **Administrative and Data Management:**
 - Implement programs, outreach, and activities within provided budget guidelines.
 - Create spreadsheets or utilize other tools to organize and manage data.
 - Assist in the development of systems (Salesforce, Asana, etc.) for collecting activity and evaluation data.
- **Communication and Content Development:**
 - Provide outreach materials, educational brochures, correspondence, and complementary web and social media content, in partnership with the Communications department.
 - Contribute content to support the communications of MHAMd's activities.

Qualifications:

- Familiarity with community college culture and programming. Preferably a current student/employee or alumni.

- Ability to regularly travel to campuses within the assigned region. Occasional state travel may be required.
- Must become trained in Mental Health First Aid and be comfortable delivering trainings.
- Strong technical proficiency in conducting online trainings and navigating Learning Management Systems (LMS).
- Highly organized with strong administrative skills.
- Experience with data and project management systems (e.g., Salesforce, Asana) is a plus.
- Strong communication skills, both written and verbal.
- Ability to work collaboratively in a team-oriented environment.
- Must submit to a background check.
- Resident of the State of Maryland.

Regional Assignments: We are looking to fill three positions to cover the following regions. Please note in your application which region you are applying to work in.

- **Western Maryland:** Garrett, Allegany, Hagerstown, Frederick, and Carroll Community Colleges.
- **Central Maryland:** Baltimore City, Baltimore County, Anne Arundel, Howard, Montgomery, and Prince George's Community Colleges.
- **South/Eastern Maryland:** Harford, Cecil, Chesapeake, Wor-Wic, and College of Southern Maryland (CSM).

General Conditions:

- Monday – Friday generally, with ability to flexibly perform activities weekends and evenings.
- Ability to sit or stand for prolonged periods.
- Must be able to lift-up to 25 pounds at times.
- Have available/access reliable transportation to ensure punctuality and accessibility to various work locations. Along with a valid driver's license and active automobile insurance coverage.
- Home office or designated space to conduct confidential business including secured access to high-speed internet.

How to Apply: Submit a resume and cover letter, stating qualifications and the region you are applying to work in (see above) and send to jobs@mhamd.org.

MHAMD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.