



Job Title	Child & Family Program Manager
Reports To	Chief Program Officer

Job Purpose

The Child & Family Program Manager works in partnership with the Child & Family Engagement Manager for outreach, education and training related to child and family behavioral health. This includes ensuring success of the Children's Mental Health Matters Campaign, with this position having a focus on maternal mental health, known as the Healthy New Moms Program (HNM) while supporting MHAMd's other education and outreach initiatives.

Duties and Responsibilities

- Contribute to strategy and programmatic elements of content related to maternal mental health activities, referred to as Healthy New Moms Program, while supporting efforts of the Child & Family content area
- Serve as lead in delivery of maternal mental health outreach and training
- Responsible for efforts related to content development and delivery of maternal mental health related outreach and education
- Develop and monitor communication plans for maternal mental health and related programs
- Identify, develop and facilitate webinars related to HNM content
- Responsible for submission of maternal mental health content for newsletters
- Contribute to outreach material development and improvements, social media strategy planning, content development, shared promotion across both CMHM and MHAMd
- Support outreach activities and events related to Child/ & Family Content, including but not limited to maternal mental health
- Contribute to development and implementation of programmatic performance outcome measures, quality assurance reporting, including development and submission of program reporting requirements
- Maintains partner relationships, identifies and fosters new relationships with stakeholders
- Tracks assigned program budget
- Works in conjunction with Chief Program Officer/Director of Curriculum Development and Training on curriculum development for trainings for maternal mental health
- Other duties as assigned

Qualifications

- Exceptional interpersonal skills, ability to work with and motivate diverse groups of individuals, and ability to work collaboratively and effectively in a team environment
- Knowledge and experience with maternal mental health content, child and family behavioral health systems and supports
- Experience with Salesforce, SharePoint, project management and learning management software desired, while experience with MS Office programs, is required
- Excellent oral and written communication skills; analytical problem solver
- Excellent skills to engage audiences for presentations, networking or training
- Reliable transportation and ability to travel statewide
- Bachelor's degree or equivalent life experience
- Must submit to a background check

Position Classification

Full time, non-exempt, and benefits. Benefits include vacation, sick, personal, and holidays, life insurance, short-term and long-term disability, 403(b) retirement plan, medical, dental and vision insurance, health savings account, and mileage reimbursement.

Salary Range

\$55,000-\$60,000 annually

General Conditions

- Monday through Friday, varying work schedule
- Evening and overnight work will be required
- Home office or designated space to conduct confidential business including secured access to high-speed internet.
- 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.
- Must be able to lift-up to 25 pounds at times

Travel Requirement

Ability to travel throughout the State of Maryland and attend out-of-state conferences as requested.

Flexible Work Arrangement

Position is designated as Flexible Remote/Hybrid Work.

Location

State of Maryland