



Available Position: Education & Engagement Coordinator

The Alabama Council for Behavioral Healthcare seeks a dedicated and driven Education & Engagement Coordinator who will play a crucial role in supporting the overall management and operational functions of our association. The successful candidate is a highly organized individual who values details and accuracy, is a proficient writer/speaker, and possesses an appreciation for the role behavioral healthcare plays in the overall healthcare sector, our communities, and the state. The Education & Engagement Coordinator is a newly created full-time position reporting directly to the Executive Director to enhance supporting our statewide membership.

Key Responsibilities

- 1. Support Executive Leadership:**
 - Assist the Executive Director in developing and implementing strategic plans.
 - Help in preparing reports, briefings, and presentations for the board of directors.
- 2. Program and Project Management:**
 - Oversee and coordinate the planning, implementation, and evaluation of association programs and projects.
 - Ensure program goals are met in areas such as member engagement, professional development, and advocacy.
- 3. Membership Development and Engagement:**
 - Develop strategies to increase membership and retain existing members.
 - Coordinate member services and respond to member inquiries and feedback.
 - Assist in organizing member events, workshops, and conferences.
- 4. Operations and Administration:**
 - Oversee administrative tasks to ensure efficient association operation.
 - Schedule meetings, maintain minutes, and assist with setting agendas.
- 5. Government Relations:**
 - Assist in implementing our annual state legislative policy agenda.
 - Assist with federal legislative and policy efforts
 - Plan and execute advocacy events for members.
 - Write weekly legislative recaps, position papers and legislative correspondence for the association.
- 6. Communication and Marketing:**
 - Assist in developing and implementing marketing and communication strategies to promote the association's activities.
 - Manage the association's website and social media platforms.
 - Produce newsletters, press releases, and other communication materials.
- 7. Stakeholder Relations:**
 - Build and maintain relationships with key stakeholders, including industry partners, government agencies, and other organizations.
 - Assist in managing and increasing participation in our Partner Program.
 - Represent the association at external events and meetings as required.
- 8. Compliance and Governance:**
 - Support governance structures, including board meetings and committee functions.



Required Skills and Qualifications

- Must be located in or willing to relocate to Montgomery, Alabama.
- Degree from an accredited higher education institution. Advanced degrees may be preferred.
- Proven experience preferably within a nonprofit or association setting.
- Strong organizational, project management, and time-management skills.
- Experience in legislative advocacy/lobbying.
- Excellent communication and interpersonal abilities.
- Ability to work collaboratively with a wide range of stakeholders.
- Familiarity with budget management and financial reporting.
- Proficiency in using office software and membership management systems.
- Strong writing and speaking skills.
- Excellent time management and organizational skills.
- Occasional in-state travel and some overnight travel required.

Personal Attributes

- Highly motivated, driven, and able to work independently with minimal supervision.
- A self-starter with a strong work ethic and the ability to take initiative to complete tasks efficiently and effectively.
- Strong leadership and decision-making capabilities.
- A proactive, solutions-oriented mindset.
- Commitment to the association's mission and values.
- Ability to adapt to changing priorities and manage multiple tasks simultaneously.

The role of the Education & Engagement Coordinator is both challenging and rewarding, offering the opportunity to make a significant impact on the direction and success of the association. It requires a mix of strategic thinking, operational efficiency, and a deep commitment to the association's goals and its members' needs with the goal of increasing access to behavioral healthcare.

Salary and Benefits

- Commensurate with experience and qualifications.
- In person work required with remote work as the majority
- 401(k) with employer match

Visit our website to learn more: www.alabamacouncil.org

The Alabama Council encourages all qualified applicants to apply, and does not discriminate on the basis of race, gender identity, religion or sexual orientation.

Please submit a letter of interest, salary requirements, résumé, and three references to Holly McCorkle, Executive Director, at holly.mccorkle@alabamacouncil.org.