



Location: Amplify, Inc.
Position Title: Program Coordinator (Behavioral Health)
Status: Full time, 37.5 hours

Supporting best practices that promote mental health and address substance misuse, suicide, and problem gambling/gaming.

Amplify, Inc. is a strategic community partner for planning, education, prevention and promotion of behavioral health and advocacy across thirty-seven towns in greater Hartford and Tolland counties. We work hard to ensure the best prevention, treatment, and recovery supports are available to everyone across the lifespan.

We are seeking a **Program Coordinator** to support State Opioid Response (SOR) activities including the Recovery Friendly Workplaces Initiative.

Job Description:

- Recruits, provides guidance to workplaces to obtain Recovery Friendly Workplace designation.
- Develops detailed work plans consistent with the Recovery Friendly Workplace toolkit.
- Supports training and technical assistance to businesses and regional partners including but not limited to suicide prevention gatekeeper, naloxone training and kit distribution, SOR grants.
- Supports planning efforts and grant contract activities that focus on opioid response, suicide prevention, substance misuse, problem gambling, and mental health promotion.
- Leads meetings, outreach, and advocacy activities, including presentations, community participation in public hearings, and councils; ensures lived experiences inform efforts.
- Helps to build community-level capacity and readiness to address problem alcohol, tobacco, and other drug (ATOD) use and gambling/gaming, suicide, and poor mental health.
- Promotes and utilizes best practice approaches and strategies, including the Strategic Prevention Framework (SPF), to address service needs, priority populations and municipalities as identified and as aligned with relevant state plans, national guidance frameworks.
- Completes reports on grant-funding activities using DMHAS's IMPACT data collection platform.
- Serves as a resource to other staff, community partners, volunteers, and workplace leaders.
- Organizes and supports agency initiatives as a member of the team (i.e., legislative/regional forums, annual and regional priority reports/surveys, conferences, and fundraising.)
- Performs other duties and responsibilities as assigned by the Amplify Executive Director.

Required Qualifications and Skills:

- Must be a motivated team player, lead by example, and demonstrate passion for recovery and advancing healthy communities.
- Bachelor's degree preferred but not required in public health, business/public administration, psychology, health education, social/physical sciences, or related field.
- Minimum 2 years' experience in a business or nonprofit setting providing planning, project coordination, training, or technical assistance.
- Knowledge/experience in behavioral health field (substance use, mental health)



- Strong project coordination, presentation, and meeting facilitation skills. Excellent communication and interpersonal skills.
- Ability to work independently and manage multiple priorities.
- Proven ability to engage and collaborate with a variety of partners including workplace leaders, community volunteers and diverse groups.
- Computer skills (Microsoft Office)

Amplify, Inc. is an equal opportunity employer and will consider all qualified applicants equally without regard to race, religion, sex, sexual orientation, veteran status, national origin, or disability status.

Salary: \$45,000-\$55,000

Benefits:

- 14 paid holidays
- Paid vacation and sick time.
- Medical and dental insurance
- Company paid HRA.
- Employee Assistance Program (EAP)
- Training and development opportunities
- Short-term disability insurance
- 403(b) Retirement plan

To apply: Email resume and cover letter to careers@amplifyct.org with “Program Coordinator, Behavioral Health” in the title. To be considered, a cover letter must be included with resume.